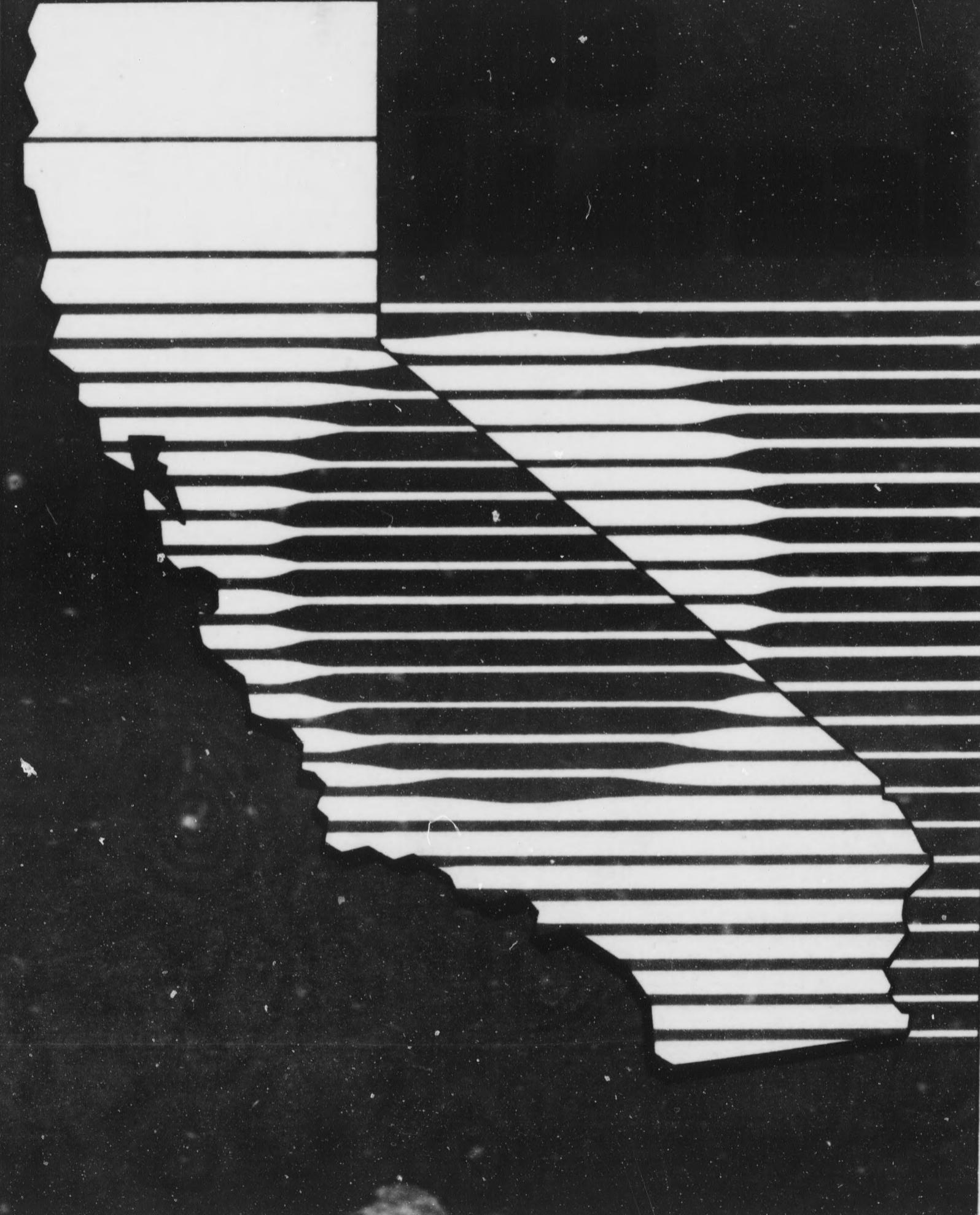


Administration  
Engineering  
Accounting  
Data Processing  
Health Care  
Education  
Real Estate  
General Office  
Finance  
Technical  
Legal  
Management  
Insurance  
Electronics  
Construction  
Science/Research  
Secretarial  
Industrial  
Mechanical  
Sales/Marketing  
Restaurant  
Professional

The Hornet

# California



In This Issue:

**Inventive  
Incentives**

The many keys to  
motivating others

**Appropriate  
Response**

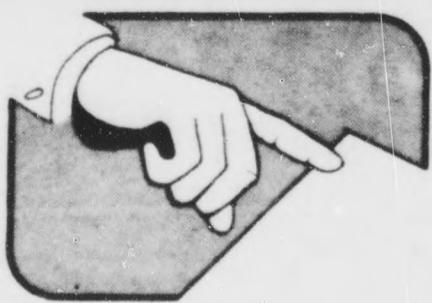
Effective replies to  
help-wanted ads

**The Write Stuff**

Does your handwriting show  
a slant toward success?

■ E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE



## READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address\*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

① **PROGRAMMER ANALYST (3)** ②  
 Satellite Data Systems  
 Space Communications Division  
 2785 Morrison Drive, Suite 100  
 Oak Valley, CA 98765-4321  
 415/555-9900 x227  
 Attn: Terry Lydeck / Operations Manager ⑥  
 \$2850-3400/month DOE, plus medical/dental  
 life ins and pension plan after 1 yr. Send  
 resume and 3 refs. Analyze & design program  
 requirements, develop application/program  
 specs; code, test, document, and implement  
 software; and participate on development team  
 for a leader in interstellar telecommunications  
 systems. Hrs 7-3:30 Mon-Fri. Position also  
 available in RIDGEMONT. Req. MS or equiv in  
 Computer Science, 3 yrs exp with high-level  
 language design/coding and graphics communica-  
 tions, and 1 yr exp with HP 5000. Knowl-  
 edge of astrophysics preferred (#4417) ⑪

\* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

**HOW TO APPLY:** If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

**JOB CATEGORIES:** The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

### Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
assst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	snth	shorthand
EEO	Equal Employment Opportunity	sr	senior
engr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

Time is money.  
 Our Journal can  
 save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by twelve other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

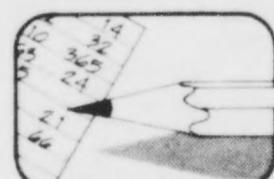
*Spend a few minutes with one of our Employment Specialists and start saving time and money on your next hire.*

**Sacramento Office**  
**(916) 925-0800**

**Toll-free (in CA)**  
**(800) 782-HIRE**

**California**  
**Job**  
**Journal.**

## C O N T E N T S



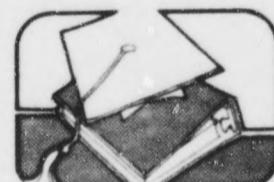
**Accounting/  
Financial Svcs**  
4



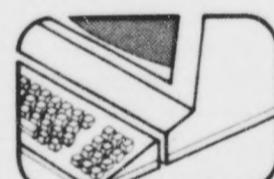
**Administration/  
Management**  
4



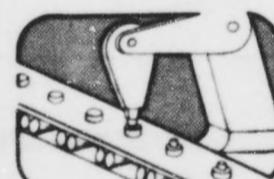
**Construction/  
Building Trades**  
4



**Education/  
Training**  
5



**Electronics/  
Data Processing**  
7



**Industrial**  
8



**Insurance/  
Real Estate**  
8



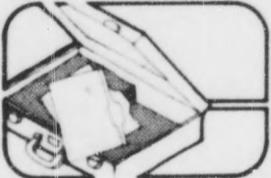
**Legal/  
Public Safety**  
9



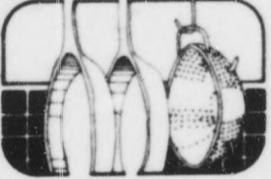
**Mechanical/  
Service & Repair**  
10



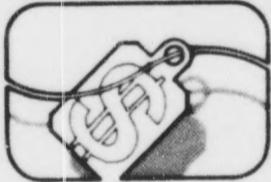
**Medicine/  
Health Care**  
10



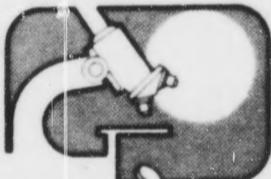
**Professional/  
Career**  
14



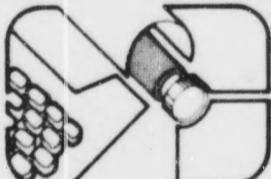
**Restaurant/  
Hospitality**  
14



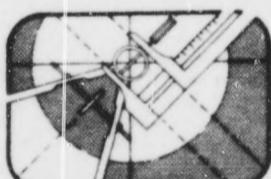
**Sales/  
Marketing**  
15



**Science/  
Research**  
16



**Secretarial/  
General Office**  
16



**Technical/  
Engineering**  
17



**Transportation**  
18



**Miscellaneous  
Career Opportunities  
Too Late to Classify**  
18

## JOB JOURNAL STAFF

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Sales Manager  
Sales Staff

**Accounting**

**Marketing  
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Linda Batcho  
Pierre Babasin  
Steve Dana  
Carolyn Esannason

## ADVERTISING

*For information & rate card,  
contact the advertising sales office:*

**Sacramento** (916) 925-0800  
**Toll-free (CA)** (800) 782-HIRE

**Advertising deadline for next issue:  
4pm Thursday, 3/16/89**

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## Inventive Incentives

Surveys consistently place money in third or fourth place among factors that motivate workers. So what's first? That depends on whom you ask. For one person, it's recognition; for another it may be a challenge; while a third is looking for advancement. The ability to recognize these different drives is the mark of an effective manager — one who understands that the keys to motivation are as unique as the people themselves. ....

7

## Appropriate Response

Ever wonder what happened to that volley of resumes you fired off in response to last week's help-wanted ads? Did they reach the right in-basket? Will you receive any acknowledgement? Does anyone really read them? Learn the simple secrets of responding effectively to employment ads and increase your chances of surviving "the screen." ....

9

## The Write Stuff

You may need to start watching your P's & Q's more closely. The growing acceptance of handwriting analysis as a legitimate tool in personality evaluation has many employers taking a second look at the scribbles of staff members and job candidates. How accurate are such assessments? Graphologists insist that a good handwriting sample speaks volumes between the lines.

*On The Job Front* ....

11

## ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

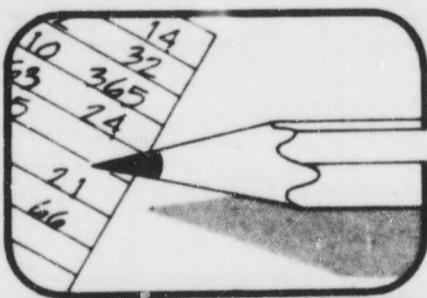
*Which companies are hiring? What positions are available? How much do they pay? Do I qualify?* CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: California Job Journal, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

## California Job Journal

is a bi-weekly publication of  
JOB JOURNAL, INC.  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
(916) 925-0800



## Accounting/Financial Svcs



## STOCKTON SAVINGS AND LOAN ASSOCIATION

### ACCOUNTANT

Stockton Savings & Loan Association  
P.O. Box 201062  
Stockton, CA 95201  
Attn: Sheri Barnett

Salary commensurate with experience, plus excellent benefit package. Send resume. Immediate opening in our real estate investment department. Responsible for all Stockton Service Corporation accounting functions; verify all general ledger balances pertaining to REI, reconcile all SSC general ledger accounts, and monitor joint venture partners' books. Hrs 8:30-5 Mon-Fri. Founded in 1887, company has 23 branches. Requires 3-5 yrs accounting experience. Prefer real estate development and construction exp. EOE

### ACCOUNTS MANAGER

Sacramento Animal Medical Group  
4990 Manzanita Avenue  
Carmichael, CA 95608  
Attn: Jim Remillard / General Manager  
\$22,000-24,000/yr to start + bft. Submit cover letter & resume outlining your ability/interest in handling all the duties below. IMMEDIATE OPENING for a full-charge bookkeeper with this expanding Sacramento veterinary hospital system. Directly responsible for accounts payable, general ledger, payroll, bank reconciliation, and preparation of monthly financial statements and state/federal payroll tax & sales tax returns. FT, Mon-Fri. Req computer exp with all the types of systems above, xint technical knowledge & exp, and ability to work effectively with our staff and independent of regular supervision.



### ACCOUNTS PAYABLE/RECEIVABLE CLERK

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
Attn: Miss Kay  
\$8/hr plus benefits. Send resume. Perform collections on accounts and post accounts receivable & expenditures. Position is located at the headquarters of this leading spa company, in business 36 yrs. Hrs 8-5 Mon-Fri. Requires data input experience and 10-key by touch. Retail exp helpful.

### COLLECTORS

AMU  
A Division of Associates Financial Services  
North Highlands, CA 95660  
916/338-2991  
Attn: Manager

Draw against commission; excellent benefits include paid medical/dental insurance immediately upon hire. Call for appt. High-volume collections in a small-office environment. Full-time flexible hrs; 5 days/wk. Fortune 500 subsidiary is expanding its Sacramento office to cover a broader territory. At least 6 mos to 1 yr experience and knowledge of large-volume collection techniques desired.

## BOOKKEEPER

New hotel in Old Sacramento has immediate opening. Must have prior experience in AR, AP, and payroll. Prior restaurant or hotel experience necessary. Competitive salary D.O.E. Call for an appointment

**(916) 444-5464**

### CREDIT CHECKER

County Financial Services  
275 Saratoga Avenue, Suite 104  
Santa Clara, CA 95050  
408/249-9360  
Attn: Tony Canales / Manager  
\$1000+/mo plus possible commission after 3 mos. Company-provided medical/dental ins after 90 days, and 1 wk vacation after 1 yr. Apply in person: RTJJ. Process credit checks on new customers, verify employment applications, file, answer phones, and work on a Wyse computer. Opportunity for advancement. Full-time, 9-6 Mon-Fri. Must be bilingual (Spanish) and have good oral & written communication skills. Experience in financial field preferred.

### CREDIT MANAGER

Holiday Inn - Palo Alto/Stanford  
625 El Camino Real  
Palo Alto, CA 94301  
415/328-2800  
Attn: Jenny Stone / Personnel Manager  
Salary negotiable DOE; bft's include health ins after 3 mos. Send resume, call for appt, or apply in person (9-11 or 3-4:30 Mon/Wed/Fri). Under supervision of controller, handle a/c, credit verification, and business account collection; involves light typing and data entry. Hrs 8:30-5 Mon-Fri. 282-room facility is close to Stanford Univ and 35 miles from SF. Must be aggressive, responsible, accurate, and able to work under pressure. Credit & collection exp preferred. Degree in acctng/business admin, a/c exp, and some computer knowledge a plus. Some familiarity w/credit reports helpful. Req right to work. EOE

### FINANCIAL SERVICE REPRESENTATIVE (2)

American Savings  
1615 Woodside Road  
Woodside, CA 94061  
415/985-8484  
Attn: Mrs. Grey / Branch Manager  
\$1015/month to start plus excellent benefits. Apply in person: RTJJ. Responsibilities include customer service, cash handling, daily balancing of cash receipts, and some sales. Hrs 8:15-5 Mon-Thu & 9-6 Fri. 100-yr-old company has 187 branch offices in CA. Requires HS grad with 6 mos banking experience. Recent (1 yr) exp handling cash and skill with 10-key adding machine & calculator preferred. Must have professional appearance. EOE

### NEW ACCOUNTS PERSON

Schools Federal Credit Union  
5210 Madison Avenue  
Sacramento, CA 95841  
916/334-2420  
Attn: Personnel Department  
Minimum \$970/mo DOE, plus excellent benefits. Come in to fill out an application. Open new member accounts, research savings or loan accounts of members as needed, post deposits & payments, and work with the public in a financial environment. Hrs 8:30-5 Mon-Fri. Founded in 1933, company has 5 branch offices and serves the financial needs of Northern CA school employees with checking accounts, ATMs, loans, and money market certificates. Requires at least 6 mos experience in a financial institution, 35 wpm typing, and excellent communication & public contact skills. AA/EOE

### PART-TIME TELLERS (3)

ALFA Federal Credit Union  
Naval Air Station, Building 527  
Alameda, CA 94501  
415/865-3500  
Attn: Jan Waldron / V.P. Personnel  
Salary DOE. Call for appt (9-12) or send resume. Provide customer service, handle cash, and work with CRT. PT; 2 positions 10-2 Mon-Fri (xlm for working mothers) and 1 position with variable hrs. Credit union was established in 1941. Requires HS grad with a professional appearance & attitude, good communication skills, and cash-handling & customer service experience. Must be bondable. CRT & financial exp preferred. This is not a civil service position. AA/EOE

## Tracy Community Memorial Hospital

### CFO / CONTROLLER

CFO/Controller position now available at this progressive, fast-growing, acute care community hospital. Requires BS degree in Accounting or Business Administration, minimum 3 years hospital financial experience, strong interpersonal skills. Excellent opportunities, benefits, salary commensurate with experience.

Send resume with references to:

Tracy Community Memorial Hospital Personnel Dept  
1420 N. Tracy Blvd  
Tracy, CA 95376



## BOOKKEEPER

New hotel in Old Sacramento has immediate opening. Must have prior experience in AR, AP, and payroll. Prior restaurant or hotel experience necessary. Competitive salary D.O.E. Call for an appointment

**(916) 444-5464**

### PEAK-TIME TELLERS (part-time)

Imperial Savings  
339 University Avenue  
Palo Alto, CA 94301  
415/324-1661  
Attn: Suzie Hackney / Customer Service Mgr  
\$10/hr; may participate in quarterly incentive program, plus various banking benefits. Apply in person, RTJJ. Service customers, handle cash, and balance daily records. Flexible, 15-17 hrs/wk Mon-Fri. In business 35 yrs, firm has 82 branch offices in CA. Must be a high school grad with a professional appearance and good customer service & communication skills. Prefer 1 yr experience handling cash and some sales background. Training provided. EOE

### TELLERS (2)

Sanwa Bank California  
600 Los Altos Rancho  
Los Altos, CA 94022  
415/948-4468  
Attn: Cindy Luedtke / Manager  
\$5.75/hr plus excellent benefit package including medical/dental insurance. Call for appt: RTJJ. Provide customer service, and handle cash, new accounts & some sales. Also responsible for daily balances, problem solving, and research. PT, 32 hrs/wk. FT, 40 hrs/wk. 9-4 Mon-Thu & 9-6 Fri. Parent company is Sanwa Ltd; 10-employee branch is stable, progressive, and friendly. Requires HS grad with 1 yr cash handling or related bank experience. Must have a professional appearance and pleasant speaking voice. Some college education a plus. EOE

### MANAGER - HAZARDOUS WASTE DIVISION

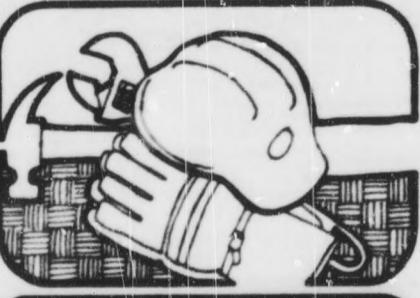
Ensotech  
7949 Ajay Drive  
Sun Valley, CA 91352  
818/767-2222  
Attn: Dr. Jeet Sabherwal / President  
\$50,000+/yr + benefits (to be discussed). Call for appt or send resume: RTJJ. Supervise all company interactions with govt agencies; consult with a scientist, geologist & engineers; and handle computer-related communications. Hrs 8-5 Mon-Fri. Established 15-yr-old firm specializes in the remediation of contaminated soil & water. Req MA degree in a related field; 5 yrs exp in hazardous waste management; strong communication skills, knowledge of the rules & regulations governing the handling of hazardous waste materials; and an ability to make independent decisions. US citizenship required. EOE M/F/H/V

### MANAGER, MAINTENANCE & OPERATIONS

Vallecito Union School District  
P.O. Box 807  
Murphys, CA 95247  
209/728-3476  
Attn: Personnel Office  
\$19,760-25,480/yr DOE/DOQ, plus medical, dental & life ins. Call for more info or send resume; apply by 4/1. Supervise maintenance & operations personnel, recommend department policies & procedures, and prepare annual budget. 40 hrs/wk plus on-call. School district is located at the foot of the Sierra Mountains. Requires 2 yrs building & equipment maintenance exp or 2 yrs supervisory exp in maintenance & operations. Must pass a district-administered high school proficiency exam. AA/EOE

### OPERATIONS MANAGER

California Building Maintenance  
5502 Dwight Avenue, Suite A  
San Jose, CA 95118  
408/723-3262  
Attn: Brian Shisler / Owner  
Salary based on negotiable percentage of net profit, plus medical insurance. Call for appt or send resume: RTJJ. Responsible for scheduling all jobs, supervising 30-35 people, and reporting employee attendance. Hrs 6pm-3am Mon-Fri. One of San Jose's fastest growing maintenance companies offers advancement opportunities. Must be fully experienced in building maintenance and able to generate bids as needed. Req supervisory abilities and good verbal & written communication skills. EOE



## Construction/Building Trades

Stephen J. Short & ASSOCIATES, INC.

### ARCHITECTURE AND PLANNING

#### CONSTRUCTION ADMINISTRATOR

Stephen J. Short & Associates  
2602-B Marconi Avenue  
Sacramento, CA 95821  
916/488-3795  
Attn: Mr. Delmendo

Salary commensurate with exp. plus xint benefits immediately upon hire; profit sharing after 1 yr. Call for more info or send resume. Administer construction contracts; process submittals; pay applications; conduct site visits; prepare bulletins; and expedite change orders, verified reports & other documents with state agencies. Travel required. Hrs 8-5 Mon-Fri. Mid-size architectural firm specializes in working drawings. Req 5+ yrs type I construction admin exp & knowledge of Title 24 and CAC. Must be able to deal with contractors, have a dependable car, and be willing to travel in No. CA & Reno.

#### DOOR INSTALLER/TECHNICIAN

R & S Erection of Mountain View  
1245 Spacepark Way  
Mountain View, CA 94043  
415/966-1800

Attn: Nancy Gamino / Office Manager  
\$9-11/hr DOE, plus excellent benefits provided after 180 days. Apply in person; RTJJ. Install & repair all commercial doors including overhead, roll-up, and automatic. Full-time, 8-4:30 Mon-Fri; must be willing to work overtime when needed. Company is a 24-hr commercial service for automated gate systems, in business 7 yrs. Requires mechanical aptitude, CDL, good DMV printout, and own hand tools. Welding experience desirable but not required. EOE

#### FIRE SPRINKLER INSTALLER / FOREMAN

Monterey Fire Sprinkler  
320 San Benicio Road  
Salinas, CA 93908  
408/649-1008  
Attn: Lea / Owner

\$6-13/hr DOE. Call for appointment; RTJJ. Read installation plans; install & repair fire sprinklers; supervise crews; and coordinate work flow for well-established, growing residential/commercial fire sprinkler company. Hrs 7:30-4 Mon-Sat. Requires 5 yrs experience in field, thorough knowledge of fire code, and good physical condition.

#### FLOOR COVERING INSTALLER

Frank's Carpets  
311 South Main  
Alturas, CA 96101  
916/233-4422

Attn: Jim Rollins / Owner  
Approximately \$25,000/yr. Call between 9-5 Mon-Fri for appt; RTJJ. Prepare floors and install various types of floor coverings at sites within a 100-mile radius. 15-yr-old company has 2 stores Hrs 9-5 Mon-Fri. Requires C-15 state contractor's license. Must be devoted, dependable, and have own tools.

## VICE CHANCELLOR / VICE PRESIDENT

Student Affairs & Community Services  
Salary \$77,016/yr  
(Subject to increase in 89-90)

**Benefits:** Health Plan; \$4800 TSA; \$250/mo travel allowance; 27 days/year vacation.

**Responsibilities:** For leadership and direction of all student, personnel, & community services, including Admissions, Counseling, District-wide Community Services, Financial Aid, etc.

**Closing date:** April 7th, 1989

**Contact:** Personnel Services  
Rancho Santiago Community College District  
17th Street at Bristol  
Santa Ana, CA 92706  
(714) 667-3320

AA / EOE

## Corrugated Foreman

Tharco, a leading packaging manufacturer in the East Bay, needs an experienced Corrugated Foreman to oversee boxmaking operations. Must have exp with like box-making equipment, good oral/written communication skills & demonstrated leadership capabilities. We offer a competitive wage & benefit package.

If qualified, apply in person  
10 am-2 pm or send resume to:

**THARCO**  
2222 Grant Avenue  
San Lorenzo, CA 94550  
No phone calls please.

EOE M/F/H

## Production Manager Trainee

Simmons Company, an international manufacturer of bedding, is seeking a Production Manager Trainee. Bachelor's degree in a related field is required. Supervisory experience is a plus but not required. Send resume to:

**Personnel Manager**  
**SIMMONS COMPANY**  
1700 Fairway Drive  
San Leandro, CA 94577  
EOE



Week of MARCH 5, 1989

**FOREMAN FENCE INSTALLER**

AAA Fence  
2746 Scott Boulevard  
Santa Clara, CA 95050  
408/727-5465  
Attn: Scott Hutchings / President  
\$10-15/hr DOE/DOQ. Apply by mail or phone; RTJJ. Install chain link fence, supervise co-workers, and work with customers to satisfy their particular needs. Full-time opportunity with this 10-year-old South Bay firm. Hrs 7-4 Mon-Fri. Must have 3-5 yrs exp as foreman for fence installation and a clean driving record.

**HVAC INSTALLERS**

Mays Sheet Metal  
2972 Anderson Way  
Placerville, CA 95667-4795  
916/622-3891  
Attn: Vivian or Lee

Hourly wage DOE. Call for more info or apply in person. Heating & air conditioning company, with 35 yrs in business, seeks individual to install heating & air conditioning units in commercial and new residential buildings (some fabricating bench work involved). Full-time Mon-Fri. Req 3 yrs HVAC installation experience and exp hanging gutters & downspouts. Must have own tools and be dependable & reliable. EOE

**JOURNEY-LEVEL GLAZIER**

Classic Glass Company  
917 Water St.  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner  
\$14-15/hr DOE, plus benefits (to be discussed). Submit written application detailing experience and DMV printout or call for appt; RTJJ. Install glass, plastics & mirrors in residential & commercial buildings. Hrs 8-5 Mon-Fri. Well-established, growing company, in business since the 1930s, installs glass in cars, houses & offices (including Tiffany, stained, & custom orders). Must be neat, clean, punctual, professional, and able to deal with the public. Prefer 5 yrs exp as glazier. EOE

**LANDSCAPE MAINTENANCE AREA SUPV**

Shimada Landscape, Inc.  
239 Commercial Street  
Sunnyvale, CA 94086  
408/733-3330  
Attn: John Marin / Operations Manager  
\$10-11/hr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person; RTJJ. Oversees 6-8 landscape maintenance crews servicing industrial accounts, and serve as a client contact person, responsible for crew coordination and work completion. Hrs 6:30-3:15 Mon-Fri. 50-person firm, in business since 1949, currently has approximately 60 industrial accounts. Prefer college degree and 6+ yrs landscape maintenance experience. Must have right to work. EOE

**OFC PARTITION INSTALLER / CREW CHIEF**

John Ruth Corporation  
2175 Stone Avenue, Suite 9  
San Jose, CA 95125  
408/295-7700  
Attn: Diana Callahan / Vice President  
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application; RTJJ. Oversees, service & install modular office partitions. Req frequent travel in company car, 40+ hrs/wk, Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Blueprint reading exp a plus. Right to work required. AA/EOE M/F/H/V

**PROJECT SUPERINTENDENT**

Pacific Union Builders  
P.O. Box 25353  
San Mateo, CA 94402  
408/867-2609 or 867-2655  
Attn: Duke Wali / Owner  
\$36,000-60,000/yr negotiable DOE. Send resume, RTJJ. Project superintendent for multi-unit residential construction jobs in Peninsula area needed by March. Work Mon-Fri or as projects require for this stable, 9-yr-old Bay Area builder. Req current contractor's license and minimum 10 yrs experience in construction management. Must have good supervisory skills and be reliable & responsible. EOE

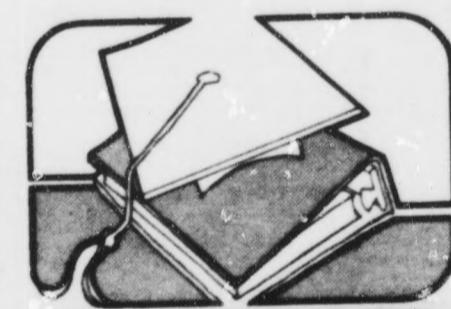
**SENIOR ELECTRICAL ESTIMATOR**

Harold E. Nutter Inc.  
Sacramento, CA 95841  
916/334-4343 (day) or 786-6225 (eve)  
Attn: Norm Nutter  
Competitive salary DOE. Call for more information. Bid & administer electrical projects up to \$2 million. Full-time. Aggressive, established electrical contracting & engineering firm requires solid field background in all types of commercial work and ability to perform above duties.

Learn from the mistakes of others; you may not live long enough to make them all yourself.

**SENIOR HOUSING REHABILITATION SPECIALIST**

San Joaquin County  
24 South Hunter Room 106  
Stockton, CA 95202  
209/944-2541  
Attn: Personnel Office  
\$2876-3496/mo plus benefits. Call for more info; file county app by 3/24. As a lead worker in the neighborhood preservation division, assign & participate in housing inspections, application intake, loan processing & program maintenance 40 hrs/wk. Requires ICBO combination inspector certificate, valid CDL, and 4 yrs experience as an inspector for a public agency in residential, commercial & industrial construction inspection OR 6 yrs journey-level carpenter, plumber or electrician exp (2 yrs supervisory). May sub coursework in building tech, civil mechanics, electrical engr. or related field for 2 yrs exp.

**Education/  
Training****ECE INSTRUCTORS (2)**

Los Rios Community College District  
American River & Cosumnes River Colleges  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university. Call/visit (7-30-2 Mon-Fri) for info. & district app. file by 3/15. Assignment will be selected from full range of ECE course offerings. Develop new courses & programs. Full-time tenure-track position; hrs depend on class schedule. 3-campus district has approx 45,000 students. Req CA community college instructor credential in ECE (or eligibility), master's in ECE OR bachelor's in ECE and master's in closely related field by 8/18, and experience working directly with preschoolers in an educational setting. AA/EOE

**TEACHERS**

- Bilingual (Spanish)
- Science/Math- (7-8) Dept'd
- Art- (7-8) Departmentalized
- Fifth Grade- Self-contained
- Second Grade- Self-contained
- Kindergarten- Self-contained

Salary range: \$22,900-39,000/yr  
Excellent benefits for employee and dependents. Positions open until filled.

To apply,  
call for District application:

Martin Petersen, Superintendent  
Waterford Elementary  
School District (K-8)  
12420 Bentley St / P.O. Box 270  
Waterford, CA 95386  
(209) 874-1809

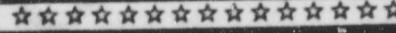
**GOVERNMENT JOBS**

\$16,040 - \$59,230/yr.

Now Hiring

(805) 687-6000

Ext. R-2626  
for current Federal list

**ECONOMICS INSTRUCTOR**

Los Rios Community College District  
Sacramento City College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college or university; excellent benefits. Call or visit Personnel Office (7-30-2 Mon-Fri) for info and district application; file by 3/22. Teach general courses in micro & macroeconomics and economics statistics; may involve business or management courses. FT tenure-track position; hrs depend on class schedule (may include evening courses). Requires master's in economics OR bachelor's in economics and master's in business admin by 8/18; AND CA community college instructor credential in economics (or eligibility). AA/EOE

**HUMANITIES INSTRUCTOR (temporary)**

Los Rios Community College District  
Sacramento City College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university. Xint benefits. Call or visit Personnel Office (7-30-2 Mon-Fri) for information and district application; file by 3/27. Assignment includes classes in classical & modern humanities and Greek & Roman mythology in art, literature & music. FT temporary position, hrs depend on class schedule (may involve evening classes). 3-campus district has approx 45,000 students. Requires master's in humanities, OR bachelor's in humanities and master's in English or closely related subject by 8/18. AA/EOE

**INSTRUCTIONAL ASSISTANT -  
ESL/FOREIGN LANGUAGE**

Los Rios Community College District  
American River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$1628/mo plus excellent benefits. Call or visit Personnel Office (7-30-2 Mon-Fri) for information and district application; file by 3/17. Assist certified staff with instructional duties. Hrs 8-4:30 Mon-Fri. 3-campus district has approximately 45,000 students. Requires 2 yrs college with emphasis in English, ESL, or behavioral studies; and 1 yr tutoring, instruction, or work experience related to students of English as a second language. AA/EOE

Foothill-De Anza Community College District, in the San Francisco Bay Area, invites applications for the following faculty and management positions for the 1989-90 academic year. We offer an outstanding instructional environment in addition to an exceptional benefits program.

**DE ANZA CAMPUS:****FACULTY****DEADLINE**

Art	Asian Studies / Asian-American Studies	03/10/89
Astronomy		03/31/89
Automotive Technology		04/26/89
Counseling		03/27/89
English / Writing Composition		03/15/89
ESL		03/22/89
German		04/04/89
Learning Disabilities Specialist		04/07/89
Math		04/13/89
Nursing		03/15/89
Physical Education / Women's Basketball Coach		03/10/89
Quality Assurance		04/18/89
Teacher, Child Development		03/14/89

**MANAGEMENT**

Associate Dean of Instruction, Adjunct Faculty  
and Evening College

04/14/89  
04/17/89

Dean of Administrative Services

03/30/89

**FOOTHILL CAMPUS:****FACULTY****DEADLINE**

Adaptive Physical Education		04/12/89
Adaptive Physical Education / Lifelong Learning Exercise		03/31/89
Counseling		04/05/89
CIS - Computer Applications		04/06/89
CIS - Computer Sciences		03/24/89
CIS - Travel Careers		04/12/89
Computer Information Systems		04/11/89
Corporate Fitness / P.E. Coach		04/06/89
Dance		04/05/89
Drama		04/03/89
English		03/23/89
English		03/28/89
German / ESL		03/20/89
Instructional Program Coordinator / Instructional Services		04/28/89
Lifelong Learning (Older Adults)		03/30/89
Computer Program		04/14/89
Physical Education Program		03/15/89
Music		04/06/89
Librarian		03/28/89

Applications may be obtained from: Employment Services, Foothill-De Anza Community College District, 12345 El Monte Road, Los Altos Hills, CA 94022. (415) 960-4529.

A resume or vita may not be substituted for a complete application. Women, Minorities, the Physically Handicapped and Vietnam Veterans are strongly encouraged to apply. AA/EOE

Placement on schedule is contingent upon qualified educational preparation and teaching / work experience.

**A Doctoral Stipend \$1300**

District-paid insurance plan, medical, dental and life insurance plans for employee and dependents.

Application deadline: April 4, 1989

To receive detailed job announcement describing position responsibilities, minimum qualifications, application procedures, selection process & other pertinent information, call or write:

Personnel Office

**Solano Community College District**

4000 Suisun Valley Road

Suisun, California 94585

(707) 864-7128

All application documents must be received on or before closing date (postmarks not accepted).

Expenses related to application and interview are the responsibility of the applicant.

The College, on a 192-acre campus, is located in the Suisun Valley near Fairfield, halfway between San Francisco and Sacramento. Present College enrollment is 10,000.

Solano is the fastest growing county in the San Francisco Bay Area.

AA / EOE



S.O.L.A.N.O. C.O.M.M.U.N.I.T.Y. C.O.L.L.E.G.E

**INSTRUCTIONAL ASST - READING LAB (PT)**

Los Rios Community College District  
American River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$9.40/hr. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. PT. 4:30-9:30pm Mon-Thu (subject to change, depending on class schedule). 3-campus district has approximately 45,000 students. Requires 2 yrs college with emphasis on reading skills, and 1 yr tutoring, instruction, or work experience related to reading. AA/EOE

**INSTRUCTIONAL ASSISTANT - WRITING/ENGLISH SKILLS (part-time)**

Los Rios Community College District  
American River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section

\$9.40/hr. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. 20 hrs/wk. 4:30-9:30pm Mon-Thu (subject to change, depending on class schedule). 3-campus district has approximately 45,000 students. Requires 1 yr tutoring, instruction, or work experience related to reading/writing, and completion of 2 yrs college with emphasis on reading/writing or English language skills. AA/EOE

When you set goals for yourself, they work in two ways: you work on them and they work on you!

**INSTRUCTOR - NURSING**

Rancho Santiago Community College District  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel  
\$24.237-48.845/yr plus xint bfts. Call/visit for app; file resume & app by 3/21. Teach lecture & clinical courses in the RN program (may involve off-campus locations); perform professional tasks in student advisement, curriculum design & evaluation; keep current in subjects, perform related duties. FT, day or eve hrs. Req master's in nursing from accredited college/univ; current state RN lic. CA community college instructor credential in nursing (or eligibility); clinical med/surg & psych nurse exp and 1 yr direct care nurse exp. Pref master's in psychiatric nursing and community college teaching exp. AA/EOE

**LIBRARY ASSISTANT**

Salary: \$10.57 - 11.69/hr; 37.5 hrs/wk  
City pays PERS  
The City of Oakland Public Library seeks qualified candidates for the position of Library Assistant. Requirements include B.A. with no prior library experience or A.A. with 2 years current library experience.

DEADLINE: March 13, 1989

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

**Employment Information**

**CITY OF OAKLAND**  
Personnel Department  
1417 Clay Street, Room 136  
Oakland, CA 94612  
(415) 273-3111

AA/EOE

**Faculty Positions****West Valley & Mission Community College**

Subject	App Deadline
History	3/29/89
Graphic Arts	4/19/89
English as a Second Language	4/20/89
Mathematics	4/21/89
Administration of Justice	4/27/89

Positions require the ability to hold or qualify for a California Community College Credential. Some disciplines require a Master's degree. Starting salary placement range from \$27,024-\$39,259 for regular 10-month positions (pending in-district transfer process and budgetary approval).

West Valley-Mission Community College District is located 50 miles south of San Francisco and to the west of San Jose.

For application and information, call:  
**(408) 741-2000**

AA/EOE

**Child Care Director/Teachers**

The nation's finest preschool and child care provider is now seeking career-minded individuals who enjoy working with children and would like the opportunity to advance in the child care field. Our benefit package includes a competitive wage, based on 12 ECE units, health and dental co-paid by the company, paid holidays, paid sick and vacation days, free and/or reduced rate child care, on-site training programs and educational reimbursement.

Come grow with us at any of our Northern California locations:

Antioch  
Concord  
Sacramento Area  
Fresno  
Lodi  
Merced

Modesto  
Napa  
Pittsburg  
Pleasanton  
Rancho Cordova  
Rohnert Park

San Ramon  
Santa Rosa  
Vallejo  
Vallejo

**La Petite Academy, Inc., Divisional Office**  
1864 Cabana Drive, San Jose, CA 95125  
(209) 368-0303

**LH/SH HANDICAPPED CREDENTIALED TEACHER**

Serene Community School  
4625 25th Avenue / P.O. Box 2387  
Sacramento, CA 95811  
916/454-0668  
Attn: D. Revels / Principal  
\$20,000-27,000/yr (negotiable) DOE/DOQ + sick leave/vacation/holidays & medical/dental/vision ins after 6 mos. Send resume. Provide training, instruction, assistance, guidance & supervision in academics, self-help, independent living, and social & communication skills to LH (learning handicapped) & SH (severely handicapped) adults & children, ages 10-22 (non-graded classes). 40 hrs/wk (classes from 9-3 Mon-Fri). 10-yr-old school has 35 students & a staff of 10. Req LH or SH credential (if working on credential, you may obtain emergency certificate). Must be self-motivated. PE background helpful

**Failing to plan is planning to fail**

**MATHEMATICS INSTRUCTOR (2)**

Los Rios Community College District  
Cosumnes River & Sacramento City Colleges  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college/univ. xint bfts. Call/visit Personnel Office (7:30-2 Mon-Fri) for info & district app; file by 3/20. Teach developmental math (arithmetic & pre-algebra) or assignment could include all college levels of math. FT tenure-track position; hrs depend on class schedule. Req CA community college instructor cert in math (or eligibility) AND master's in math or math teaching exp or bachelor's in math and master's in closely related field. Ability to use computers as a teaching tool useful. AA/EOE

**NURSING INSTRUCTORS (2)**

Los Rios Community College District  
American River & Sacramento City Colleges  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on college units & degrees completed, plus xint bfts. Call or visit personnel office (7:30-2 Mon-Fri) for info and district app; file by 3/23. Teach in associate degree nursing program. FT tenure-track at ARC teaches 4th-semester courses emphasizing crisis intervention. 80% term (Fall '89) at SCC teaches 3rd-semester clinical practice relative to med/surg patients (severe pathophysiological & patho-psychological stresses). Req current valid Calif RN lic and CA community college nursing instructor credential (or eligibility). Must have FT exp in direct patient care. AA/EOE

**PHOTOGRAPHY INSTRUCTOR**

Los Rios Community College District  
Cosumnes River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college/univ. excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/31. Teach all aspects of photography with special emphasis on commercial work. Full-time, tenure-track position; hrs depend on class schedule. 3-campus district has approx 45,000 students. Requires master's in photography OR bachelor's and min 2 full yrs commercial photography exp by 8/18. AND CA community college instructor credential in photography (or eligibility). AA/EOE

**PUBLIC SAFETY COMMUNICATION INSTRUCTOR (2)**

City of San Jose  
Employment Office, Room 207  
801 North First Street  
San Jose, CA 95110  
408/277-4462

Attn: Bob Turk / Senior Personnel Analyst  
\$40,668-49,416/yr DOE, plus retirement plan and medical/dental & life insurance. File city application. Responsible for entry-level & ongoing training of police & fire dispatchers. 40 hrs/wk. Requires HS diploma or equivalent courses in training or teaching techniques; 3 yrs public safety dispatching experience at a supervisory level; 60 hrs recent teaching exp in public safety dispatching, and a valid CDL.

**Director - Dental Auxiliary Programs**

HAYWARD CAMPUS

Salary: \$32,136 - \$36,396 depending on education and exp. Apply by April 14, 1989 to begin September 5, 1989.

Requires: Doctor's Degree in Dentistry, current CA license to practice Dentistry, and a minimum of 2 years clinical dental practice experience.

**CHABOT COLLEGE**

25555 Hesperian Blvd  
Hayward, CA 94545  
(415) 786-6344

**DIVISION CHAIRPERSON HEALTH SCIENCES**

Full-time / 12-month position. \$56,555 - \$62,386/yr  
Minimum Qualifications: Master's Degree, Community College Instructor and Supervisor Credentials, eligibility for California RN license.

**COMMUNICATION SKILLS INSTRUCTORS**

Specializing in: Reading, ESL, English, Speech

Four positions. \$29,168 - \$40,238/yr  
Minimum Qualifications: Master's Degree; Community College Instructor Credential; experience teaching basic skills reading, language development, literature, composition, English as a Second Language, or speech.

The College is located in Central California about 45 minutes south of downtown Sacramento, and serves approximately 20,000 day and evening students.

Deadline for applications: March 31, 1989

For more information contact:

Personnel Services  
**San Joaquin Delta College**  
5151 Pacific Avenue  
Stockton, CA 95207  
(209) 474-5056

Affirmative Action / Equal Opportunity Employer

**SPANISH INSTRUCTOR**

Los Rios Community College District  
Cosumnes River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university. excellent benefit package. Call or visit office (7:30-2 Mon-Fri) for more info and district application; file by 3/13. Teach multi-level Spanish classes as part of regular assignment. Full-time tenure track position; day & evening hrs to be scheduled. 3-campus district has approximately 45,000 students. Requires CA community college instructor certificate in Spanish (or eligibility) and completion of master's degree in Spanish by 8/18. AA/EOE

**TEACHER - LANGUAGE, SPEECH & HEARING**

Calaveras County Schools  
373 South Main Street / P.O. Box 760  
Altaville, CA 95221  
209/736-4662

Attn: Personnel Office

\$22,400-37,050/yr DOE/DOQ (will accept up to 12 yrs exp on salary scale) plus full benefits package (employee & dependents), mileage & gas paid or county van provided. Call for more info & application. Prepare & implement special programs for students (on a pull-out basis) as an itinerant teacher. travel to 1-3 sites. PT 2 days/wk or FT temporary (to complete school yr). County office serves a tri-county consortium of Calaveras, Amador & Tuolumne. Req CA Clinical Rehab. credential & CA Language, Speech & Hearing credential. AA/EOE

**TEACHERS (part-time)**

Bright Beginnings  
330 Golden Hinde  
Corte Madera, CA 94925  
415/924-1677  
Attn: Laura/Director or Gayle/Office Assst  
\$6-7.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities for infant to pre-kindergarten-age children (age depends on assignment). PT. 6-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7yrs. Requires minimum 6 ECE units. Some experience working with children preferred.

**TEACHERS OF INFANTS & PRESCHOOLERS (3 part-time)**

Southwest YWCA  
13500 Quito Road  
Saratoga, CA 95070  
408/370-1877  
Attn: Diane Anderson / Childcare Director  
\$4.75-6.25/hr plus free YWCA membership, program discounts, and retirement plan after 1000 hrs of service. Call for app or send resume; RTJJ. Supervise 12 preschoolers and 4 infants, submit weekly lesson plans in academic & social skills for preschoolers. 28 hrs/wk, mornings & afternoons avail. California's largest childcare provider also has 6 after-school programs at elementary schools. Requires 12 units ECE (may be completing final 6 units). Must be dependable & flexible and work without constant supervision. Preschool teaching experience a plus. EOE

**FUTURE TEACHERS**

The Science Credential Intern Program offers innovative training with financial support for those wishing credentials in physical and/or life and physical science during 1989-90.

Contact:  
Division of Education  
University of California  
Davis, CA 95616



**(916) 752-0757**

**KIDS ON KAMPUS**

- ♦ CENTER DIRECTORS
- ♦ TEACHERS
- ♦ TEACHERS' AIDES
- ♦ SUBSTITUTE TEACHERS

**NEEDED FOR A NON-PROFIT CHILD CARE ORGANIZATION****6 STOCKTON LOCATIONS  
14 SACRAMENTO LOCATIONS**

Salary DOE + benefits. Must have ECE units or equivalent education determined by community care licensing.

Submit resume to:



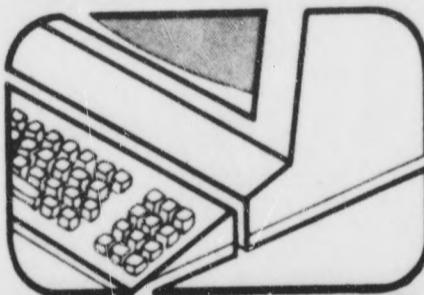
**KIDS ON KAMPUS**  
Attn: Personnel  
2701 K Street, Suite 3  
Sacramento, CA 95816

## TEACHER INTERNSHIP (part-time)

The Adult Development Center  
2331 St. Mark's Way  
Sacramento, CA 95864  
916/873-1943

Attn: Sue Burger / Director

\$100/mo stipend and paid tuition at the Univ. of the Pacific. Submit resume or call for app. Earn MA degree and teaching credentials in Special Education while working with developmentally disabled adults. PT: 26 hrs/wk. Req BA degree in a related field, exp with developmentally disabled adults, and behavior modification skills. Applications are now being accepted for the May & August 1989 sessions.

Electronics/  
Data Processing

## COMPUTERIZED MILL PROGRAMMER

Du Ali Precision  
49117 Milmont Drive  
Fremont, CA 94358  
415/651-8108

Attn: Allen Heller / Manager

\$10-15/hr DOE, plus medical/dental/life ins provided after 180 days. Call for more info. RTJJ. Program computer numeric controlled mills with FANUC design control using FADAL language. Hrs 7-3:30 Mon-Fri. Precision job shop manufactures precision machine parts, electronic parts, framings & housings. Some FADAL programming experience required. EOE

## ELECTRONICS TECHNICIAN

University of California  
Office of the President  
300 Lakeside Drive, 9th Floor  
Oakland, CA 94612-3550  
Attn: Personnel Services (#2-19)  
\$2256-2590/mo DOE/DOQ. + xint bits. Send resume by 3/10. Install, test & maintain phones/phone systems/bldg wire plant; maintain software & inventory; assist w/ inter-campus data facilities and planning & generation of performance reports and info databases. Hrs 8-5 Mon-Fri + occasional off-hrs/weekends/travel. Req 2 yrs college with major in electronics tech and 3 yrs related exp (or equiv combination); exp with phone & digital switch programming, PC use as a diagnostic tool & to maintain records, and data communications installation/testing; professional oral/written skills; CDL and ability to lift 60 lbs. AA/EOE



## SENIOR PROGRAMMER

S/38 - AS/400

City of Oakland is recruiting experienced programmers for the following areas.

## ◆ Financial Applications

Will be responsible for providing modifications and enhancements to the Budget Development and Financial Management Systems. Requires BA/BS degree; 3 years exp in Systems Analysis & design and COBOL. S/38 experience preferred.

## ◆ Technical Services

This is a technical support position with heavy involvement in S/38 and AS/400. Installation, communication networking, configuration, tuning and the development of operational standards and procedures. Requires BA/BS degree; 3 years RPG III or COBOL exp with S/38 communications including: APPC, DDM, QSNADS & X.25.

For additional information, contact Lavern Scott at: (415) 273-3903 or employment information at (415) 273-3526.

DEADLINE: March 24, 1989

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information  
CITY OF OAKLAND  
Personnel Department  
1417 Clay Street, Room 136  
Oakland, CA 94612  
(415) 273-3111

AA EOE

# The Right "Carrot" is the Key to Motivation

by Arthur R. Peli, Ph.D.



"I often went fishing up in Maine during the summer. Personally, I am very fond of strawberries and cream, but I found that for some strange reason, fish prefer worms. So when I went fishing, I didn't think about what I wanted. I thought about what they wanted. I didn't bait the hook with strawberries and cream. Rather I dangled a worm in front of the fish and said: 'Wouldn't you like to have that?' Why not use the same common sense in fishing for people?"

— Dale Carnegie in "How to Win Friends and Influence People"

One of the most common errors people make in dealing with others is to assume that the other person wants what they want out of their relationships, their jobs, their lives. People differ one from the other and just because you are enthusiastic about something is no assurance that others share your enthusiasm.

Supervisors carry this fallacy into the way they attempt to motivate their people. Some of the more frequently occurring misunderstandings of motivational approaches are money, opportunity, and challenge. Any or all of these may motivate some of your people, but to assume that they are desired by all can be misleading.

## Money as a Motivator

The sales manager was perplexed. "Our company has one of the best incentive systems in the business for its sales people," he commented, "yet most of our sales force are earning much less than they could. Why don't they stretch to get the money that is theirs for the taking?"

This problem has been faced by managers as long as incentive systems have been in existence. The money is there, but the people do not reach out to get it. Each of us has only a finite amount of time, energy, and emotion. In order to make the additional money offered by the incentive plan, we must give more of this time, energy, and emotional commitment to the job. Consciously, or more likely subconsciously, each of us analyzes how much of this limited time, energy, and emotion we are willing to take away from other aspects of our lives — from our family, from our social life, from our religious activities — to give to the job in order to make the additional income. Often — perhaps, more often than not — we are not willing to give up any of these other aspects of our lives that mean so much to us in order to make more money.

Of course, some people are more motivated by money than others. Each of us has established a standard of living which governs the level of our need for money. Sure, everybody would like to make a few more dollars — if it wasn't necessary to stretch too hard to earn them. However, once the standard established for themselves is reached, most people will not sacrifice other facets of their lives for increased income.

## Opportunity as a Motivator

"Everybody wants to get ahead. That's the American way." Are you sure? A well-known consultant in the field of motivation posed this

*There is no universal motivator. Many approaches are needed, each tailored to the individual. That is what makes the job of a manager so challenging — and so rewarding when it is done well.*

situation to the participants in over 100 seminars he conducted throughout the United States in 1987 and 1988: "If you were told by your company that if you would render an outstanding performance for the next six months, you would receive a promotion, how many of you would commit yourself to this additional work in order to obtain that advancement?"

On a national average, less than 30 percent of those surveyed indicated that they would try. Does this mean that opportunity does not motivate people? Of course not. Opportunity is an excellent motivator for those who desire it. But as everybody does not want advancement, offering it to them as a motivator is the same as offering strawberries to the fish.

## Challenge as a Motivator

Most people like to meet and beat challenges. If we can challenge a person on the job, it should motivate them to do more or better work. But, as in the other areas we discussed, not always.

Some people fear challenge and it acts as a demotivator. Many sales organizations run contests to stimulate sales. For those of you who are not familiar with sales contests, be aware that a good sales contest is not one in which the person who makes the most sales wins. Such contests are biased in favor of the people who are currently top producers. In order for companies to motivate the less successful salespeople to produce more, the contest must be designed so that anybody can win. This can be done in a variety of ways.

Dr. Sonia Altschuler, an industrial psychologist, studied several of these contests and found that often 20 to 30 percent of the sales force did not participate in the contest. When she asked them why, the typical response was: "I didn't think I could win." As the contest was designed so that anybody would win, this was not the true reason. Deeper evaluation uncovered that many were afraid of contests. They were concerned that losing the contest would make them feel bad about themselves, so by not trying, they did not lose self-esteem.

To assure that a challenge will motivate the participants, ascertain how they feel about the specific challenge and, by orienting the challenge to their needs, it may convert the negative to a positive.

## Look for Individual Differences

People differ from each other and what motivates one may not motivate the other. You can't catch fish with strawberries. Indeed, all fish will not be enticed by worms. You need flies to catch trout. Take the time to learn what motivates your people. Talk to them. Listen when they respond. Learn their likes and dislikes. Observe the way they act and react.

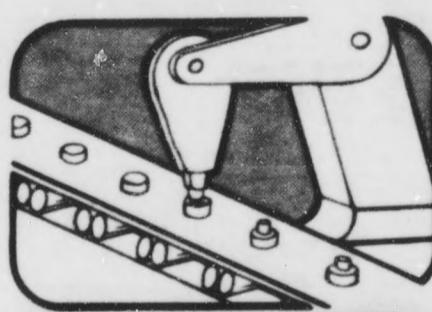
You may find that Claudia is a very creative person. This is important for you to know. If you want to motivate Claudia, the best way is to appeal to her creativity. Offer her an opportunity to use this creativity and she will respond with enthusiasm — with the resultant increase in productivity.

You may learn that Richard is a very sensitive person. By being conscious of this sensitivity you can develop motivational approaches that will reach Richard.

There is no universal motivator. Many approaches are needed, each tailored to the individual. That is what makes the job of a manager so challenging — and so rewarding when it is done well. We can get the best from our people, if we take the time and the effort to know what each of them desires and develop our motivational programs to help them reach those desires.

**INSTRUCTIONAL ASSISTANT - MICROCOMPUTER LAB (PT)**  
Los Rios Community College District  
American River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Faculty Recruitment Section  
\$9.40/hr plus excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. 20 hrs/wk, 4:30-9:30pm Mon-Thu (subject to change depending on class schedule) 9 mos/yr. 3-campus district has approx 45,000 students. Requires completion of an AA degree and 1 yr exp using microcomputer & standard software application packages. AA/EOE



## Industrial

### FABRICATOR - INTERMEDIATE

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solar  
Competitive salary DOE, plus benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry seeks an individual to perform cord fabrication functions using pellet presses, swagers, draw mills, fabric braiders, extruders, remote cutters, and other machines & measuring devices. Full-time. Requires high school diploma or equiv and 2 yrs experience.

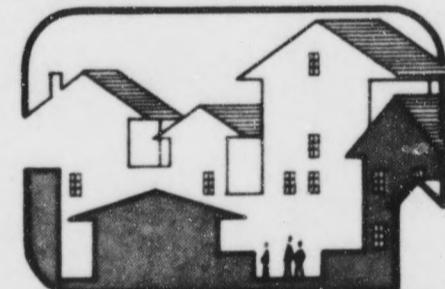
### MACHINIST

Remco Hydraulics  
934 South Main Street  
Willits, CA 95490  
Attn: Glenda Presley / Personnel Manager  
\$8.49-12.24/hr DOE, plus benefits after 30 days. Send resume. Operate a CNC machining center & large conventional lathe. Full-time. Manufacturing firm, in business for 30 yrs, specializes in producing hydraulic cylinders and employs 150. Req experience operating equipment above.

### PRODUCTION PRINTER

Silicon Valley Screen Printing  
2419 Zanker Road  
San Jose, CA 95131  
408/954-0250  
Attn: Karen Conrad

\$6.7/hr. Apply in person: RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.



## Insurance/ Real Estate



### AGENCY OWNER / MANAGER

Farmers Insurance Group  
8035 Madison Avenue, Building B  
Citrus Heights, CA 95610  
916/966-9088  
Attn: Paul Hook or Doug Dillard

Six-figure income attainable within 2nd year. Call today! Seeking successful people to help become more successful. If you're approaching \$25K/yr or above, you're the one we're looking for. Leading US ins company seeks ambitious, independent self-starter to operate own agency, serving as owner/manager. We'll assist you in establishing a client base and provide training to help you develop a successful business. Unique opportunity to be in charge of all phases of agency ops/development. FT, hrs & days depend on desire to succeed. College degree preferred, but not mandatory. This could be the one!

### CASUALTY PRODUCERS (2)

Farmers Insurance  
2875 Moorpark Avenue, Suite 205  
San Jose, CA 95182  
408/244-0111  
Attn: Gail Troy / Owner  
Commission only: \$2000-3000/mo potential income. Call for appt: RTJJ. Leads provided to sell casualty insurance by appt in the San Jose area. Independent contractor for Farmers Insurance. FT or PT, flexible hrs. Must have (or be able to obtain) fire & casualty insurance agent license. Requires own transportation. Must be US citizen.

## JOURNEYMAN MACHINIST

- ◆ Must be capable of doing close-tolerance work.
- ◆ Strong on engine lathe & BRIDGEPORT.
- ◆ May have opening for 2nd year apprentice.
- ◆ Also opening for CNC operator with Mazatrol exp.

Send resume to:

P.O. Box 435  
Reno, Nevada 89504

## Telephone Technician

Experienced telephone technician. TIE and/or MITEL certification a must. Experienced technicians need only apply.

Capital Telephone  
(916) 393-2700

**CAPITAL TELEPHONE CO., INC.**  
Authorized Dealer, TIE, and Telstar Distributor

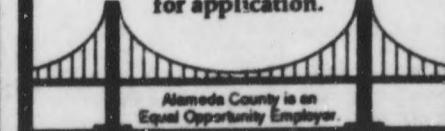
## Bridge Superintendent

Alameda County Public Works

Salary: \$4501 monthly

Responsible for maintenance and 24-hour operation of 5 estuary bridges. Supervises staff of 22, inspects complex repairs / modifications. Working knowledge of government / marine operations helpful. Requires 5 yrs exp in the repair of electrical & mechanical equipment, two of which were in a supervisory capacity. Excellent benefit package. Application deadline: 3/31/89.

Contact (415) 670-6387  
for application.



Alameda County is an  
Equal Opportunity Employer

### LOAN & INVESTMENT OFFICERS (2)

Towne & Country Mortgage Company  
4375 Capitol Road  
Capitola, CA 95010  
Attn: Paul Costa / President  
Commission only (paid weekly); medical/dental, vision & life ins available. Send resume or apply in person: RTJJ. Loan agent will work with non-conforming & hard money loans and trust deed investments. Investment officer will work with claims and short-term, high-yield trust deeds. Full-time, flexible; work own hrs & days. Mortgage company has a 10-yr track record. Requires real estate license, high integrity, good work ethics, CDL, insurance, and some related experience.

### LOAN AGENT (2)

Mission City Mortgage  
1855 Gateway Boulevard, Suite 240  
Concord, CA 94520  
415/687-8325  
Attn: Brian Allen  
\$1750/mo draw against commission (50-50 split) plus \$250 car allowance, vacation, holidays, and paid medical/dental insurance. Phone for appt. Call on real estate agents and RE loan brokers to generate retail & wholesale loans. Full-time; flexible hrs. Mortgage banker, in business since 1986, has offices in Northern & Southern CA. Requires DRE license and minimum 2 yrs conventional RE loan experience (both A & B markets). AA/EOE

"The employer generally gets the employees he deserves."

-Walter Gilbey

### INSURANCE COMMERCIAL REP

Personal Perspective  
1160 North Dutton, Suite 160  
Santa Rosa, CA 95401  
707/576-7653  
Attn: Carolyn Silvestri / Owner

\$21,000-26,000/yr (commission negotiable), plus medical/dental ins available. Send resume (no walk-ins please); RTJJ. Service existing accounts & develop new ones. Inform clients of new products and current standards of property & casualty insurance. Some travel in the Santa Rosa area. Hrs 8-5 Mon-Fri. Consulting firm helps small companies recruit & advertise. Must be a team player with a commercial ins license and CDL. Prefer insurance agent exp. property & casualty background, knowledge of current products, IBM or compatible computer exp, and good communication skills. EOE

### INSURANCE SALESPERSON

NAPE  
801 Riverside Boulevard  
Roseville, CA 95678  
916/786-3791  
Attn: Patrick or Daren / Recruiting Mgrs  
Commissioned sales; six-figure income potential (no charge-backs). Immediate vesting. Call for appt. Sell superior insurance products for an A+ national corporation expanding its Sacramento area marketing staff. FT position; hrs to be discussed at interview. Free verified leads provided. Opportunity to move into management. Must have sales experience and a desire to earn a six-figure income. If you are a professional closer and don't call, we both lose.

### LOAN AGENTS (6)

Northwest Mortgage  
2444 Moorpark Avenue  
San Jose, CA 95128  
408/293-3085  
Attn: Bruce or Laura  
50% commission on all sales. Call for appt or send resume; RTJJ. Independent contractor will work in the field with realtors, clients and the public. Duties include taking loan applications, new account development, and follow-up for this growing mortgage lending firm. Full-time, 8-5 Mon-Fri or set own hours. Some leads provided. Requires current (or in the process of obtaining) real estate license and a HS diploma. Must have own transportation.

## Unique Opportunity for Licensed Agents

Are you looking for a career with a high income potential (\$25,000-35,000/yr to start), training, unusually good benefits, and good possibility for management?

A Fortune 500 company with over 60 yrs exp has openings for 6-8 sales people due to our successful results and rapid growth.

We need aggressive, ambitious, licensed men & women to sell & service established insurance business accounts with top products. Complete and successful training program, expenses paid.

Advancement opportunity based on merit. Excellent benefits including medical, dental, and profit sharing.

*This is a lifetime opportunity.  
Licensed agents please call for appointment.*

**Mr. Stan Roach**  
(916) 427-3912  
Sacramento, California

EOE M/F

## CLAIMS, PROFESSIONALS

CIGNA Property and Casualty Companies are seeking a number of Claims Professionals for its Northern California Regional Office in Rancho Cordova. The positions available include the following:

- Senior Claims Representative (Litigation)
- Tele-service Claims Representative (General Liability)

All candidates should possess excellent investigative and negotiation skills, a strong working knowledge of tort/negligence law, bodily injury, and the ability to communicate effectively with insureds and claimants. Candidates with 2-4 years of multiline claims handling experience may qualify for Tele-service openings. Candidates with 5-8 years of strong commercial litigation handling experience and expertise in construction claims may qualify for the Senior Litigation position.

All positions include a highly competitive salary and the opportunity for future growth and development. We offer comprehensive major medical/HMO plans, dental insurance, 401K savings plan, retirement plan, and a generous holiday & vacation schedule.

*Interested applicants are invited to send their resumes and salary requirements to:*

**CIGNA P & C Company**  
Human Resources/Claims  
11060 Olson Drive  
Rancho Cordova, CA 95870  
You may also call (916) 636-3730  
for additional information.

EOE M/F/H/V

**Recruitment advertising that gets results.**

**JOB JOURNAL Classifieds**  
**(916) 925-0800**

**MICROCOMPUTER SYSTEMS SPECIALIST**  
Los Rios Community College District  
District Office  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Classified Recruitment Section  
\$2290/mo plus excellent benefits including 4 wks vacation and 17 paid holidays. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Design, modify, install, maintain & evaluate microcomputer software. Hrs 8-4:30 Mon-Fri. 3-campus district has approximately 45,000 students. Requires 4 yrs college and/or experience in electronic data processing systems study, design & programming; experience should include evaluation & use of microcomputer hardware & software. AA/EOE

**PRODUCT SUPPORT REPRESENTATIVE (2)**  
Power Up Software Corporation  
2929 Campus Drive  
San Mateo, CA 94403  
415/345-5900

Attn: Joy Mar / Human Resources Director  
Up to \$32,000/yr plus medical ins immediately, dental ins after 30 days, life ins, and profit-sharing benefits. Send resume; RTJJ. Provide technical support on the phone for PC software and instruct how to use. Flexible hrs Mon-Fri; some overtime (exempt). Private manufacturing software company has been in business 3 yrs and sells to both the business & private sector. Req 1 yr technical product support background and teaching exp. Must have good oral & written skills, be able to work in a small team environment, and be self-directed. EOE

**PROGRAMMER ANALYST**  
Los Rios Community College District  
District Office  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912

Attn: Classified Recruitment Section  
\$2476/mo plus excellent benefits including 4 wks vacation and 17 paid holidays. Call or visit Personnel Office (7:30-2 Mon-Fri) for info and district application; file by 3/17. Act as lead programmer for complex projects and perform systems analysis & design functions. Hrs 8-4:30 Mon-Fri. 3-campus district has approx 45,000 students. Req bachelor's degree in math, computer science or related field, and 2 yrs exp equivalent to programmer II (exp should include designing, modifying, installing & evaluating computer software). Add'l qualifying exp may sub for education on a yr-for-yr basis. AA/EOE

**ASSOCIATE PROGRAMMER**  
S/38 - AS/400  
Salary: \$2325 - 3006/month  
City pays PERS

The City of Oakland seeks qualified applicants on AS/400 for the position of Associate Programmer. The incumbent will provide support for Payroll/Personnel applications. Req include 2 years of college with courses in data processing, 2 years of increasingly responsible exp programming using RPC III for S/38, exp documenting systems, and exp working with users. For additional information contact Lavern Scott at (415) 273-3903 or Employment Information at (415) 273-3526.

**DEADLINE:** March 24, 1989

Apply in person (8:30 am to 5 pm, including the lunch hr) or send a self-addressed stamped envelope and an application request to:

**Employment Information**  
**CITY OF OAKLAND**  
Personnel Department  
1417 Clay Street, Room 136  
Oakland, CA 94612  
(415) 273-3111

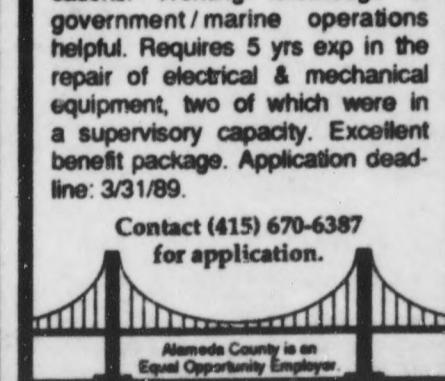
AA EOE

## Telephone Technician

Experienced telephone technician. TIE and/or MITEL certification a must. Experienced technicians need only apply.

Capital Telephone  
(916) 393-2700

**CAPITAL TELEPHONE CO., INC.**  
Authorized Dealer, TIE, and Telstar Distributor



Alameda County is an  
Equal Opportunity Employer

**LOAN OFFICER (3)**

Pacific Inland Financial Inc.  
2571-A Main Street  
Soquel, CA 95073  
408/475-2600  
Attn: Jim / President

Commission only (based on minimum 50% split) paid weekly; employee-paid medical/dental, vision & life ins available. Call for appt: RTJJ. 3.5-yr-old mortgage company seeks individuals to originate loans; solicit own leads from real estate agents; refinance & originate home loans; make loan calls; and interact with real estate agents & clients. Work in San Jose or Soquel. Full-time, flexible hrs & days. Requires real estate license. Must be outgoing, aggressive, and willing to train newly licensed agents.

**LOAN OFFICERS (2)**

American Suburban Mortgage Inc.  
7700 Edgewater Drive, Suite 600  
Oakland, CA 94621  
415/635-7400

Attn: Henry L. Perkins / Branch Manager  
Generous commission split to high producers; medical/dental coverage after 90 days. Call for appt. Originate FHA, VA, and conventional loans with the help of an excellent support staff. Full-time, flexible hrs. 2-yr old company opened Oakland branch last year. Valid CA real estate license required. Must be aggressive and knowledgeable in real estate financing. Related experience in banks, credit unions, or savings & loans is acceptable AA/EOE

**MARKETING MANAGERS (4)**

San Jose Copia  
1101 So. Winchester Blvd., Bldg A, Suite 103  
San Jose, CA 95128  
408/243-4516

Attn: Mr. Prieto / Personnel  
Base salary + commissions (\$40,000-60,000/yr avg potential). Call between 9am-12noon for appt. RTJJ. Work in learning environment with emphasis on mgmt skills in ofc supervision, budgeting, and employee recruitment. Advancement potential to own mgmt territory avail. Good opportunity for career-minded individuals with desire for future in finance. FT flexible hrs Mon-Fri. Expanding national financial marketing firm currently has 300 on staff. Req HS diploma and general sales background. Must be a motivated, career-minded, self-starter with desire to learn & earn. Prefer life & disability license EOE

**REAL ESTATE AGENTS (2)**

Sierra Land and Homes  
4131 South Shingle Road  
Shingle Springs, CA 95682  
916/677-9444

Attn: Tony Escobar

\$30,000+/yr commission potential DOE/DOQ, plus benefit package. Call collect for interview: RTJJ. Immediate requirement for qualified real estate agents to establish contacts and market property in Amador & El Dorado Counties with an emphasis on raw land & subdivision sales. Sierra Land and Homes handles all types of RE with specific contact with ranches & land developments in the Placerville & Shingle Springs regions. FT, hrs & days vary based on individual schedule. Must possess CA real estate license and have extensive background in undeveloped & subdivision land sales. EOE

**REAL ESTATE AGENTS (3)**

ERA - Sierra Properties  
1378 Broadway  
Placerville, CA 95667  
916/622-0131

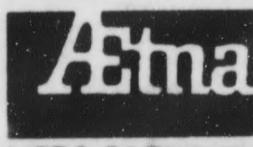
Attn: Bud Zeller / Broker

Excellent commission only. Send resume or call for interview: RTJJ. Immediate openings for 3 dependable individuals to train as real estate agents majoring in both land & residential sales. Market all types of real estate for this leading realty agency in El Dorado & Amador Co. FT, hrs & days vary based on schedule. Must possess CA real estate license. We provide comprehensive training. No exp req.

**MULTI-LINE AGENTS**

Aetna Life and Casualty agents are among the most extensively trained professionals in personal lines insurance marketing (i.e.: auto, home, life, boat, etc.). With career opportunities available throughout Sacramento and Placer Counties, you should find out how our competitive position means greater earnings for you. We offer incentive financing and benefits to those who qualify.

Call David Brauti at  
(916) 638-6656 for appointment  
Monday through Friday 8am - 4pm.



LIFE & CASUALTY

EOE

# Poor Response to Help Wanted Ads Means Missed Job Opportunities

"Many job hunters lose excellent opportunities to obtain new positions because of the poor manner in which they respond to help wanted ads," claims Jack Erdlen, Chairman of Costello, Erdlen & Company, a Massachusetts human resources consulting firm. "Instead of correcting their mistakes, they tend to place the blame for their failures on the employment process and the misguided notion that most ads do not represent authentic openings."

In recent months, Erdlen's firm surveyed numerous employment managers, as well as their own recruiters who work within corporate personnel departments. These hiring specialists were asked why candidates responding to their ads were rejected for an interview. The eliminating factors listed most often were:

- ◆ Objective is not specific or does not meet the job requirements.
- ◆ Inadequate experience or education.
- ◆ Job history is too spotty.
- ◆ Unrealistic compensation requirements.
- ◆ Present salary is far above or below the level of the job opening.
- ◆ Personal situation, such as geographic location or date of availability, is inappropriate.
- ◆ Use of pre-printed form letters.

**Failure to Communicate**

Since companies receive hundreds of resumes each week, there must be a screening mechanism to reduce the volume to a manageable number. Employers will always select those candidates whose credentials are judged to come closest to matching the specifications featured in the ad.

Erdlen notes that "most candidates are also upset because of the lack of any type of reply to a majority of their ad responses. While companies report that they do send out acknowledgements, this statement is not supported by job seekers. A closer look at the situation



*If job hunters will take more time in preparing their responses and following up, their efforts will be rewarded.*

- ◆ Inquiries are forwarded to hiring managers and never returned to the personnel department.
- ◆ Resumes are discarded due to clerical errors.

"Answering help wanted ads can be a very tedious and time consuming process," Erdlen observes. "If job hunters will take more time in preparing their responses and following up on them at a later date, their efforts will be rewarded. The purpose of recruitment advertising is to attract and hire competent workers. The system is by no means perfect and it is the responsibility of the candidate to present himself (herself) to the employer in the most positive manner."

**REAL ESTATE ASSOCIATES (10)**

Gilligan Griffin & Company  
10880 Wilshire Boulevard, Suite 200  
Los Angeles, CA 90024  
213/470-1781

Attn: Steve Nardi / Sales Manager  
\$75,000+/yr potential based on a progressive commission split. Call for appt or info: RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (#10)

**REAL ESTATE BROKER**

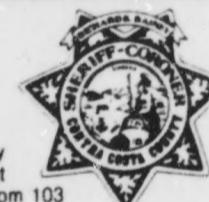
Help-U-Sell  
2101 Geer Road, #110  
Turlock, CA 95380  
209/667-5400

Attn: Joe  
Up to \$35,000/yr (commission only). Call for more info: RTJJ. Work on residential accounts to help develop the commercial & property management end of the business; develop own prospects over the phone. Some local travel to properties required. Franchised office has 2 locations serving Southern Stanislaus & Northern Merced Counties. Well-established, growing business also has advertising support. Full-time work during business hrs (flexible). Req CA brokerage license and at least 2 yrs exp in commercial property mgmt & real estate. Must be people & community-oriented and a hard worker.

**Legal/ Public Safety****CODE ENFORCEMENT INSPECTOR II**

City of Hercules  
111 Civic Drive  
Hercules, CA 94547  
415/799-8200

Attn: Personnel Department  
\$2480-3100/mo plus xmt benefits. Call or write for city app; file by 3/31. Work in the building inspection dept; inspect residential, commercial & industrial buildings to ensure compliance with bldg codes & regulations. Full-time. Req education equiv to HS graduation, 3 yrs exp as a journey-level craft worker in the bldg trades, and 2 yrs inspection exp in enforcing various municipal codes (additional 2 yrs inspection exp may be substituted for the required exp). College-level coursework in a pre-engineering or construction technology and/or ICBO certification desirable. AA/EOE

**DEPUTY SHERIFF**

Contra Costa County  
Sheriff's Department  
651 Pine Street, Room 103  
Martinez, CA 94553  
415/646-2400

Attn: Chester Amin  
\$2521-3064/mo (lateral up to \$2803/mo) plus up to 5% educational incentive and 75% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

**POLICE INFORMATION PROCESSING CLERK**

City of Vallejo  
555 Santa Clara Street  
Vallejo, CA 94590  
707/648-4364

Attn: Personnel Department  
\$1632-1976/mo plus benefits. City application must be filed by 3/27; RTJJ. Under supervision of the Records Supervisor in the Police Dept, enter information into computer system and perform other related duties as needed. 40 hrs/wk, Mon-Fri. Requires 1 yr exp processing information from source documents on a computer terminal (preferably from police documents) and certification of ability to type 60 wpm net.

**POLICE OFFICER**

City of Galt  
P.O. Box 97  
Galt, CA 95632  
209/745-2961

Attn: Personnel Office  
\$1686-2151/mo plus xmt benefit package and paid PERS. Call for more info: file city application and resume by 4/7. Under general direction of the chief of police, perform law enforcement, investigation, crime prevention, and a variety of technical law enforcement work and other special assignments; control traffic flow; and enforce state & local traffic regulations. FT shift positions. Requires HS grad (preferably supplemented with college-level coursework), completion of accredited POST basic school, eligibility for POST cert after 1 yr successful employment, valid CDL and US citizenship.

**POLICE OFFICERS**

Oakland Police Department  
455 7th Street, 1st Floor, Room 120  
Oakland, CA 94607  
415/273-3338

Attn: Recruiting Unit  
\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent benefits. 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.

**PUBLIC SAFETY DISPATCHER**

City of Fairfield  
1000 Webster Street  
Fairfield, CA 94533-4883  
707/428-7396  
Attn: Personnel Office  
\$1597-2140/mo plus benefits. Call for more info; file by 3/17. Take reports from the public and coordinate the activities of police & fire emergency services. Full-time, varied shifts. Requires HS grad or equivalent 1 yr direct public contact experience desirable. AA/EEO Employer

Good managers demonstrate their leadership abilities by their accomplishments. Instead of talking about getting things done, they do them.

**SECURITY OFFICER**

Vanguard Security Services  
3951 Performance Drive, Suite A  
Sacramento, CA 95838  
Attn: Receptionist  
\$5-6.51/hr depending on site, plus supplied uniforms, medical/dental & vision insurance. 1 wk vacation after 1 yr, and credit union. Apply in person. Work for Sacramento's largest contract security firm. Observe, secure & report activity in shopping malls, business offices, hospitals, and industrial sites; file daily activity & incident reports. No weapons required. Full or part-time; hrs & days depend on site. **FLEXIBLE HRS TO FIT COLLEGE SCHEDULE**. Requires own transportation and in-residence telephone. Must be at least 18 yrs of age. No experience necessary, will train.

**SECURITY OFFICER**

American Protective Services, Inc.  
2801 Pinole Valley Road  
Pinole, CA 94564  
415/758-1503  
Attn: Personnel

Earn up to \$6.25/hr after training depending on assignment, + bfta after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 18+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

**SECURITY OFFICERS**

Golden West Security, Inc.  
8037 Fair Oaks Boulevard, Suite 100  
Carmichael, CA 95608  
916/944-1831  
Attn: Sis Sontag or Monte Leah

\$4.50-5.50/hr depending on location; uniforms provided. Call for more information. Go with the best with Golden West! Provide unarmed, on-site foot & mobile patrol at various industrial, commercial & private properties throughout the greater Sacramento area. Full or part-time; evening & night shifts available. Security company is owned & operated by a full-time peace officer. Must be 18 or older, pass a background check, and have an in-home telephone, valid driver's license, reliable transportation, and car insurance. No experience necessary, will train.

**Contra Costa County****Public Safety Dispatcher**

Salary: \$1948-2368/month

The Contra Costa County Sheriff's Dept encourages the applications of individuals interested in the job training to become a fully qualified dispatcher.

Successful candidates will have the opportunity to work out of 3 communication facilities: Central Dispatch Bureau in Martinez; Delta Regional Communication Center in Antioch; or the Main Detention Facility in Martinez. Sheriff's dispatchers receive telephone & radio messages and record & relay the info to units from the Sheriff's Dept, 4 contract cities, 6 city police depts, 5 fire agencies, ambulance & The County Office of Emergency Services. All facilities operate on a 7-day, 24-hr basis & dispatchers may be assigned to any of the 3 shifts including weekends & holidays.

Applicants must have a valid CDL & possess a high school diploma, GED equivalency or HS proficiency certificate. The selection process includes a written test, performance test & oral interview. All candidates considered for final appointment must: (1) undergo psychological testing, (2) successfully complete a background investigation, (3) pass a typing test at 25 wpm. and (4) successfully complete a health exam.

Final deadline open. For application & other information contact:

**The Contra Costa Co. Sheriff's - Communications Division**  
40 Glacier Dr, Martinez CA 94553  
(415) 646-4463  
EOE

**SECURITY OFFICERS (12)**

CPP Pinkerton  
1155 Broadway, #128  
Redwood City, CA 94063  
415/367-8041  
Attn: Eimer Harriger / Personnel Manager  
\$5.80-6.75/hr plus \$100 bonus after 90 days; medical & dental ins, vacation & holidays. Apply in person; RTJJ. Vehicle patrol, regular security from office base or guard shacks, and foot patrol. Swing shift (4-midnight) or grave shift (midnight-8) 5 days/wk. Largest private security company in the world (700 employees in Redwood City office) has accounts from coast to coast! Must be stable, mature and have a HS diploma or GED. No experience necessary; training provided. EOE M/F/H/V

**SECURITY OFFICERS (8)**

Pedus Security Services Inc.  
3500 West First Street  
Los Angeles, CA 90004  
213/251-0235  
Attn: Personnel Department  
\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info. RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE

**Mechanical/ Service & Repair****APPLIANCE REPAIR PERSON**

Maier's TV & Appliance  
111 Main Street  
Winters, CA 95694  
916/795-4597  
Attn: Bill or Patty

Salary negotiable DOE/DOQ. Call for appointment. Repair all types of kitchen appliances, large & small, both in or out of store. Vehicle provided for service calls. Hrs 8-5 Mon-Fri. 30-yr-old company is expanding and currently services Winters, Davis, Dixon, Esparto & surrounding communities. Requires 5 yrs exp and CDL (DMV printout desired). Must be dependable & responsible

**AUTO BODY & PAINT JOURNEY-PERSON**

City Towing & Body Shop  
1105 East Williams Street  
San Jose, CA 95116  
408/297-2212  
Attn: J.R. / Owner

Base rate of \$10/hr DOE/DOQ. Call for appt; RTJJ. This established independent towing & body shop seeks an experienced body and paint person who can prepare paint, repair and restore damaged cars & trucks. Hrs 8-5 Mon-Fri. Requires 4 years auto body & paint experience. Must have own tools.

**AUTO BODY REPAIRPERSON**

Quality Auto Body  
18 La Goma  
Mill Valley, CA 94941  
415/388-2815  
Attn: Joann Kambur / Secretary-Bookkeeper

\$12-20/hr negotiable DOE. Call for appt, Mon-Fri 8-5 (ask for Joann); RTJJ. Replace damaged auto body parts, responsible for repairing, straightening, cutting and sanding auto bodies. Hrs 8-4:30 Mon-Fri; no overtime. High production collision shop (no restoration work) has been in business 25 yrs. Requires at least 5 yrs journey-level exp and own tools. EOE

**CALIFORNIA CARS**

A northern Calif vehicle transportation company is currently seeking a part-time mechanic for their Sacramento location.

- ◆ Hours suited to your needs
- ◆ Salary range from \$12.50 to \$15/hour DOE
- ◆ Experience necessary
- ◆ Retirees encouraged to apply

Call (916) 386-8062

**AUTO GLASS INSTALLER**

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner  
\$7-10/hr DOE. Call for more information or apply in person; RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930s, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

**AUTO GLASS MECHANIC**

Western Mobile Glass  
840 Barstow  
Clovis, CA 93612  
209/299-0771  
Attn: Tony Flores  
\$7-10/hr DOE plus full medical, dental & life insurance. Call for appointment; RTJJ. Install windows in cars & trucks. 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp, own tools, CDL, and DMV printout.

**AUTOMOTIVE AUDIO CONSULTANT**

Al & Ed's Auto Sound  
1171 North Tustin Avenue  
Orange, CA 92667  
714/771-1188  
Attn: Phillip Goldstein  
\$2000-3500/mo DOQ, plus vacation, holidays, sick leave, medical & life insurance, and profit sharing. Call for appt or send resume; RTJJ. Be your own boss! Design & install high-end automotive electronics systems including alarms, phones, stereos & speakers. Negotiable hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company has 23 shops. Requires at least 4-5 yrs professional installation experience. Must be sharp!

**CAR AUDIO TECHNICIANS (2)**

Al & Ed's Auto Sound  
1171 North Tustin Avenue  
Orange, CA 92667  
714/771-1188  
Attn: Phillip Goldstein / Custodian  
\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume; RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

Don't pretend to be what you don't intend to be.

**ELECTRONICS REPAIR TECHNICIAN**

Hi-Tech Unlimited  
4777 North Blackstone  
Fresno, CA 93726  
209/224-4444  
Attn: Front Desk

Salary DOE (pay weekly) plus medical & dental insurance, vacation, sick leave and store discounts after 90 days. Call for information and/or application and schedule interview; RTJJ. Previous work experience required. Hi-Tech Unlimited is a computer & electronics store. Hrs 10-6 Mon-Fri. Requires varied background in electronics related to burglar alarms, multi-line telephones, IBM PC computer repair, and coin-op video games (e.g. Pacman). Minimum 3 yrs experience in electronic repair a must.

**ELECTRONICS TECHNICIAN**

Frontier Services  
3141 Bechelli Lane  
Redding, CA 96002  
916/221-7457  
Attn: Homer Fager / Services Supervisor

\$6.50-8/hr DOE. Call between 9-6 for appt or send resume; RTJJ. 10-yr-old company seeks individual to perform electronic repairs & troubleshooting on televisions, VCRs, and stereo equipment. Hrs 9-6 Mon-Fri. Requires 2-3 yrs journey-level experience. Must be willing to work. Knowledge of camcorders helpful, but not required.

**Experienced Diesel TRUCK MECHANIC**

Position currently open  
in the Sacramento area.

- ◆ Full-time, Tue-Sat (swing shift)
- ◆ Must have own tools
- ◆ Excellent salary plus benefits

Send resume or letter of work history to:

CJJ  
Dept I-6  
P.O. Box JOBS  
Sacramento, CA 95841

**JOURNEY-LEVEL AUTO MECHANIC**

Swiss Garage  
136 Borland Avenue  
Auburn, CA 95603  
916/823-8251  
Attn: Peter Steffen / Owner  
Good salary DOE/DOQ, plus 1 week vacation after 1 yr. Send resume. Perform every aspect of automotive repair on foreign cars. Qualified person may train as owner's assistant and manage the shop. Flexible hrs 8-5 Mon-Fri. 4-person operation is located in the Sierra foothills, close to Sacramento and excellent recreational areas. Requires minimum 5 yrs foreign car repair experience and own tools. Exp working on German cars is preferred.

**GEORGE OREN**  
TIRE SPECIALIST INC

**TIRE SERVICE PERSON**

George Oren Tire Specialist  
2823 Alvarado  
San Leandro, CA 94577  
415/351-9102 or 534-0575  
Attn: Doug or Scott

Salary DOE, plus vacation days, holidays & sick leave; medical ins provided after 30 days. Call for appt. Provide customer service, change tires, and service cars for tire-related needs. Hrs 8-5 Mon-Fri plus overtime (alternate Sat). Corporate-owned tire store has been in business 40 yrs. Requires CDL, DMV printout, and good driving record. Previous experience changing tires preferred. EOE

For the best buy in  
recruitment advertising  
Call (916) 925-0800

**MAINTENANCE MECHANICS (4)**

Guardian Industries Corporation  
11535 East Mountain View Avenue  
Kingsburg, CA 93631  
209/896-6400

Attn: Personnel or Employee Relations  
\$11.78/hr plus medical, prescription, dental, life & disability insurance, retirement and savings plan. Bonuses for safety, attendance & plant performance given. Apply in person or by mail; RTJJ. Applications reviewed before appt. Troubleshoot & repair industrial & electrical machines; and perform welding & fabrication in a modern float glass manufacturing plant. FT, rotating shifts. Req 5+ yrs experience in industrial maintenance and other-related fields. HS diploma or equivalent a must.

**TELEVISION TECHNICIAN**

Maier's TV & Appliance  
111 Main Street  
Winters, CA 95694  
916/795-4597  
Attn: Bill or Patty

Salary negotiable DOE/DOQ. Call for appointment. Repair all brands of televisions and video cassette recorders (emphasis on RCA, Sony & Zenith) both in store and outside. Vehicle provided for all service calls. Hrs 8-5 Mon-Fri. 30-yr-old company is now expanding into larger facilities. Service for large & small appliances, televisions & VCRs provided in Winters, Davis, Dixon & Esparto. Requires 5 yrs experience in television & VCR repair, and a CDL (DMV printout desired). Must be dependable, responsible, and hard-working.

**Medicine/ Health Care**

**LINON**  
CONVALESCENT  
HOSPITAL

**ASSISTANT ACTIVITIES DIRECTOR**

Clinton Village Convalescent Hospital  
1833 10th Avenue  
Oakland, CA 94606

415/536-6512  
Attn: Director of Nursing

Salary negotiable; excellent benefits available. Send resume or apply in person. Seeking an enthusiastic & creative individual to act as assistant to the activities director and coordinate various recreational activities for patients. A fun position for someone who enjoys flexibility & creativity. Full-time including Fri, Sun, Mon, and possibly evenings. A part of Protean Health Services Inc. (an independent health care corporation) Clinton Village Convalescent Hospital is a 99-bed SNF offering a pleasant environment and wonderful advancement opportunities. Exp preferred, but not mandatory.

**CHIEF OF HOSPITAL DIETARY SERVICES**

Yolo County  
Woodland, CA 95695  
916/666-8055  
Attn: Personnel Office

\$17,304.21-21,048/yr plus PERS benefits. File county application by 3/24. Oversee all aspects of the dietary services division at Yolo County General Hospital in Woodland. Hrs 7-3 Mon-Fri. Requires valid certificate from the CA Dietetic Association or the Hospital Institution & Educational Food Service Society. Must have 3 yrs increasingly responsible cooking experience and 2 yrs supervisory exp (BA in nutrition, home economics, or dietetics can be substituted for 3 yrs exp). AA EOE

**CHILD ADOLESCENT SPECIALIST - MENTAL HEALTH CLINIC**

Siskiyou County  
P.O. Box 750  
Yreka, CA 96097  
916/842-8006  
Attn: Personnel Department

\$2,759.27-2,795.00 mo + benefits. File county app by 5pm 3/31. Responsibilities include clinical assessment & diagnosis, individual, family, couples & group psychotherapy, and counseling for children, adolescents and their families. FT position requires CA clinical psychological license (CSW or MFC) and 2 yrs exp in a mental health setting. If taking exam within 6 mos, apply as mental health clinician I and indicate date of exam on application. AA EOE

**CNAs / NAs (all shifts)**  
Heritage Convalescent Hospital  
5255 Hemlock Street  
Sacramento, CA 95841  
916/331-4590  
Attn: Director of Nursing

Salary to be discussed, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. PM shift, on-call positions. 99-bed skilled nursing facility part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. STARTING THE BEGINNING OF MARCH -- NURSING ASST CERTIFICATION COURSE FOR NAs NOT YET CERTIFIED.

## CROWN &amp; BRIDGE TECHNICIAN (temporary)

University of the Pacific  
School of Dentistry  
2155 Webster Street  
San Francisco, CA 94115  
415/929-6468  
Attn: Personnel

\$9/hr. call for more info or send resume. Employ special techniques relevant to crown & bridge for dental students. Wax, sprue, cast & finish fixed partial intra-oral prostheses; post & pre-solder various types of fixed prostheses. 8 hrs/day Mon-Fri. Requires 5 yrs exp in all phases of fixed prosthodontics. AA/EEO Employer



st. joseph hospital

## CT TECHNOLOGIST

St. Joseph Hospital  
2700 Dolbeer Street  
Eureka, CA 95501  
707/445-8121 x600  
Attn: Personnel Department

Salary negotiable. Comprehensive benefits include paid time-off program, medical/dental, vision & life insurance, and pension. Call for more information or send resume. Join our progressive 97-bed acute care facility located along Northern California's beautiful coastline. Operate CT scanner. Rotating day & PM shift. Requires minimum 1 yr CT scanner experience. Must be CA-certified and registered with the American Registry of Radiologic Technologists.

Looking for work  
is a full-time job.



st. joseph hospital

## CYTO TECHNOLOGIST

St. Joseph Hospital  
2700 Dolbeer Street  
Eureka, CA 95501  
707/445-8121 x600  
Attn: Personnel Department

Excellent salary plus comprehensive benefits including paid time-off program, medical, dental, life & vision insurance, and pension. Call for more information or send resume. Screen cytologic specimens. Full or part-time position. Mon-Fri. Join our progressive 97-bed acute-care facility located along the beautiful coastline of Northern CA. Requires CA cytotechnologist license. ASCP membership strongly recommended. ASC membership desired.

## DENTAL HYGIENIST

Dr. David Nelson  
2801 Capitol Avenue, Suite 210  
Sacramento, CA 95816  
916/736-0600  
Attn: Danielle or Amy

Salary to be discussed DOE. Call for more information. Would you like a positive environment where growth is encouraged? Are you people-oriented and caring, energetic & enthusiastic, professional with a high standard of care? We are looking for you. Provide preventive and root planing care for patients. 3 days/wk to start; will become full-time. General dentistry office requires CA dental hygienist license. At least 2 yrs experience preferred. EEO Employer

## Neurological Treatment Center

Opening a new neurological treatment center in an existing medical facility in Oakland which will care for open & closed head injuries, and end-stage disease patients.

Patients are long-term irreversibly ill, comatose and/or ventilator dependent - averaging 35 yrs of age. This will not be a rehabilitation ctr. Many staff positions available for:

RNs / LVNs / CNAs  
FT & PT - All shifts

Management position for unit also available for a qualified RN. Will train.

Send cover letter, background & salary requirements to: DON  
2648 E. 14th Street  
Oakland, CA 94601

# Does Your Handwriting Spell Success?

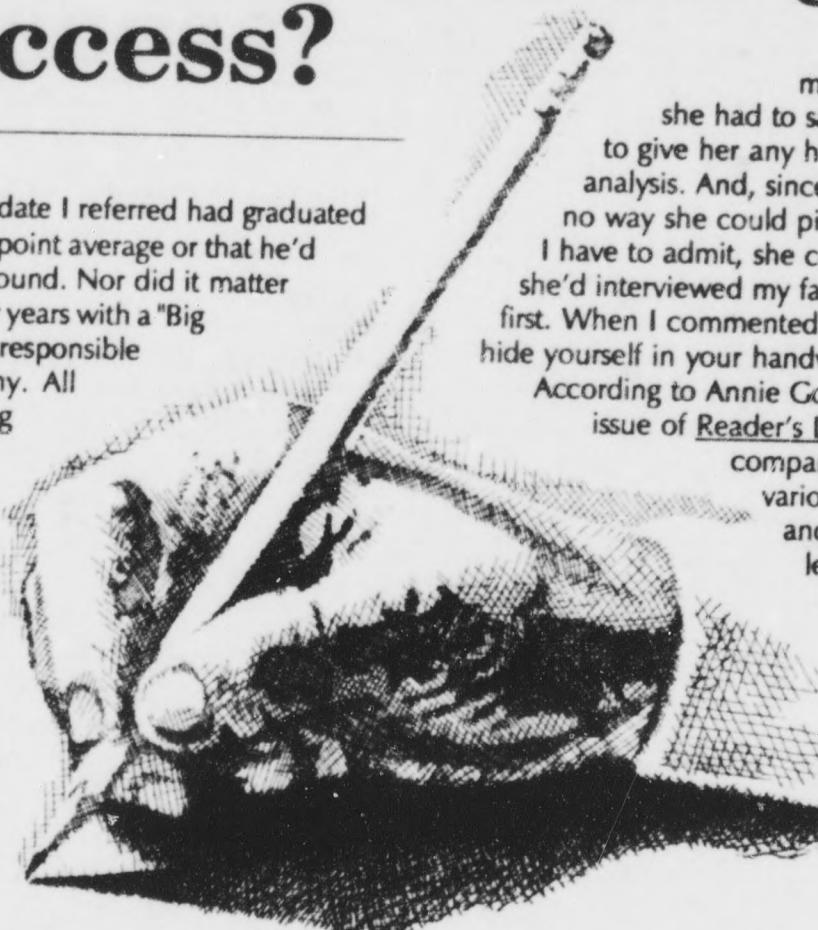
**I**t didn't matter that the job candidate I referred had graduated from a good college with a high grade-point average or that he'd passed the CPA exam the first time around. Nor did it matter that he also has an MBA, had spent four years with a "Big 8" CPA firm and another four years in a responsible position with a Fortune 500 company. All that seemed to matter to the hiring authority was that she didn't like my candidate's handwriting. Her viewpoint was that *he just couldn't be any good* because he had a large, sprawling handwriting and not a nice, neat, compact script.

I think her judgment was, to say the least, shortsighted. Be that as it may, there are some people who feel that handwriting analysis is a legitimate tool for personnel selection. Some of those people happen to be employers or hiring authorities. The percentage is relatively small, but that's the reason why you'll occasionally find a firm that requires its application forms to be filled out in script rather than in print or type. (Responsible employers, by the way, who do use handwriting analysis as an evaluation tool, hire experts to do the evaluation. They don't make an off-the-cuff, unprofessional judgment as did the woman described above.)

There are two terms for this kind of analysis: one is graphology, a generic term, and the other is graphoanalysis, the trademark of the International Graphoanalysis Society.

Personally, I must say I was skeptical about the use of graphology as an evaluation tool, preferring more traditional techniques. However, in the process of doing some research, I had my own handwriting analyzed by a master graphologist - and I'm impressed.

I met this graphologist while in Los Angeles on business and I gave her a sample of my handwriting. I took her card, promising to call



With recent restrictions on the use of lie detector tests, more employers are turning to handwriting analysis as an evaluation tool.

going personality, the ability to think on their feet, sincerity, energy, and aggressiveness. Insurance companies apparently put a high premium on sincerity in their sales people. For a bookkeeper, employers hope to find indications of attention to detail, analytical ability, and the quality of not easily becoming bored. For a mechanic, they'd hope to see manual dexterity, creativity, and attention to detail; and they want to know that the person will be methodical and that monotony won't become a problem.

Some companies, according to my L.A. graphologist, like to receive a full written evaluation from her while others only require an oral report. Often, she says, employers call her to discuss a candidate at length after they receive the written evaluation. Some clients follow her advice. Others don't.

One employer was told to hire candidate "A" because candidate "B's" handwriting indicated a restless, rebellious, and acquisitive nature and a propensity to procrastinate. The employer hired candidate "B" nonetheless and soon discovered the new recruit was helping herself to petty cash, postage stamps, and office supplies. Allegedly, candidate "B" couldn't get her work out on time either.

I have worked with two employers who use graphology to assist in evaluating personnel. One uses it in the initial hiring process. The other uses it when she is considering two people for promotion and they both seem to be equally competent, talented, and experienced.

Is this yet another thing that you, as a job seeker, need to worry about when looking for work? No, I wouldn't say so . . . But, the next time you're preparing to accept a job offer, be sure to get a sample of your prospective employer's handwriting first. Check it out for indications of empathy with employee needs and propensity to give large bonuses, extra days off, and regular raises and promotions!

within a few days to see what she had to say. We barely spoke. All she knew about me was my name. When I called for

my analysis, I didn't respond to anything she had to say until she was finished. I didn't want to give her any hints about myself that might help in her analysis. And, since we were speaking by phone, there was no way she could pick up on any physical signals from me. I have to admit, she couldn't have done a better analysis if she'd interviewed my family, friends, and business associates first. When I commented on her accuracy, she said, "You can't hide yourself in your handwriting."

According to Annie Gottlieb in an article in the February '88 issue of *Reader's Digest*, "In the United States, over 3000 companies now use handwriting analysis for various business reasons. In parts of Europe and in Israel, graphology is considered a legitimate branch of psychology, taught in universities. Handwriting analysis is used for personnel selection by over eighty percent of major firms in West Germany and as many as half of the major companies in Switzerland and Israel."

According to one graphologist, "Job applicants can dress for success, they can anticipate the interviewer's questions and rehearse appropriate responses, and they can provide pristine references, but an analysis of their handwriting can defy all the surface aids used to trap unwary employers and personnel directors. We get astounding results."

What do employers want to see in a person's handwriting? Well, that depends on the field in which the candidate will be employed. For

sales people, they look for an out-

going personality, the ability to think on their feet, sincerity, energy, and aggressiveness. Insurance companies apparently put a high premium on sincerity in their sales people. For a bookkeeper, employers hope to find indications of attention to detail, analytical ability, and the quality of not easily becoming bored. For a mechanic, they'd hope to see manual dexterity, creativity, and attention to detail; and they want to know that the person will be methodical and that monotony won't become a problem.

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Georgia  
Samuelson

## ON THE JOB FRONT



## DIRECTOR OF NURSING

LaSalette Convalescent Hospital  
537 East Fulton Street  
Stockton, CA 95204  
209/466-2066  
Attn: Administrator

Salary DOE, plus medical/dental ins., vacation and sick leave. Send resume or apply in person. Responsible for overall supervision & scheduling of nursing staff. Full-time 122-bed SNF is located in the San Joaquin Valley. Requires Calif RN license and experience in management supervision and long-term care. Knowledge of Title 22 preferred. EOE

## FAMILY NURSE PRACTITIONER (part-time)

Dixon Family Practice  
P.O. Box 846  
Dixon, CA 95620  
916/678-6227  
Attn: Minerva

Negotiable salary DOE. Call for more information. Family-oriented, rural health clinic in Yolo County seeks an individual to treat & counsel patients. Part-time position available immediately: hrs & days to be discussed. Requires RN license, FNP certificate, and CDL. Spanish as a second language helpful. EOE

## Personal Analysis - Evaluation

- ◆ Applicant Analysis
- ◆ Corporate Work
- ◆ Executive Development

Also available:

Workshops • Lectures • Seminars  
Sister June Canoles, SND  
10351 South Blaney Avenue  
Cupertino, CA 95014

(408) 252-9696

Charlie Gies

## Personnel Evaluation Service

Proven accuracy rate in excess of 90% at management level. Over 500 clients, domestic & foreign. Founder of American Handwriting Analysis Foundation. 30+ years experience.

For more information, call or write:  
1166 El Solyo Avenue  
Campbell, CA 95008  
(408) 377-0922

Certified Professional Graphologist

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**HOME HEALTH NURSE (part-time)**

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321  
Attn: Personnel Department  
Competitive salary. Call for more information or apply in person. County health department has a part-time RN position available in patient/family education and direct patient care. Requires 1 yr of recent nursing experience in a home health or acute care clinical setting involved in patient/family care and direct patient care. AA/EOE

**LVN**

Clinton Village Convalescent Hospital  
1833 10th Avenue  
Oakland, CA 94606  
415/536-6512

Attn: D.O.N.

Above-average salary plus excellent benefits package. Call for appointment or apply in person. Seeking enthusiastic, well-organized professional to be a responsible nursing supervisor. Full-time, weekend relief shift. Independent health care corporation is part of Protean Health Services Inc. Our 99-bed SNF offers a pleasant working environment and wonderful opportunities for advancement. Requires LVN license.

**LVN (PHLEBOTOMIST)**

Stockton Plasma Center  
246 East Church Street  
Stockton, CA 95203  
209/465-0284

Attn: Anita Coleman or Norm Gray  
\$8/hr plus benefits (for full-time positions) including vacation, holidays, medical & dental ins. and credit union & savings plans. Call or come in & fill out an application; immediate employment possible! Duties include performing phlebotomies on donors. Full-time (7-4 Mon-Fri) or part-time positions available. Come join our well-established automated plasma center. (Parent company is Miles Inc. - Cutler Biological Inc.) Requires Calif LVN license and CPR certificate. EOE

**PHYSICIAN**

wanted for Indian Health Clinic serving 8 counties.

Located in the beautiful Oroville gold country.

For further information please call or write:

**Northern Valley Indian Health**  
2167 Montgomery Street  
Oroville, CA 95965  
(916) 534-8440

EOE

**YOU CAN MAKE A DIFFERENCE!**

Would you like to join an innovative and growing California healthcare system where you will participate in the ground-level procedure & policy planning for your facility?

We are looking for a self-confident, motivated and energy-driven team player to serve as the DON for our long-term care SNF, Dinuba Convalescent Hospital (30 minutes from Fresno & 15 minutes from Visalia).

A strong background as a charge nurse/head nurse and a working knowledge of Title 22 is required. Calif RN license required.

Unlimited career opportunities available plus excellent salary and benefits.

For more information, please contact:  
**Tresa Weber, RN-DON or  
John Ralff, Administrator**  
at (209) 591-3300

New Covenant  
Care Group

**LVN (on-call)**

LaSalette Convalescent Hospital  
537 East Fulton Street  
Stockton, CA 95204  
209/466-2066  
Attn: Director of Nursing  
Per diem salary DOE. Call for appointment. Join a professional, supportive, friendly nursing team at this 122-bed SNF. Administer treatments and provide quality patient care. On-call positions: all shifts available. Requires Calif LVN license. New graduates are welcome! EOE

**MEDICAL BILLER**

East Bay Nephrology Medical Group  
14020 San Pablo Avenue, Suite A  
San Pablo, CA 94806  
415/235-1057  
Attn: Essandra Simms / Business Manager  
Negotiable salary plus vacation, holidays, sick leave, medical/dental insurance, pension & profit sharing. Call for more information. Bill all claims and follow up on Medi-Cal claims. Hrs 8:30-5 Mon-Fri. Large, 8-doctor practice handles office claims and hospital & dialysis charges. Requires at least 2 yrs medical billing experience (especially in Medi-Cal). Must be organized, hardworking & people-oriented.

**MEDICAL EMPLOYMENT SPECIALIST**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800

Attn: Human Resources Director  
\$1200/mo base + xmt commission (1st-yr earnings to \$30,000) and pd medical/dental ins. vacation, holidays & sick leave. Send resume & salary history. Will be trained to help hospitals with their hiring needs. Call new/existing clients in the medical industry. Hrs 8-5 Mon-Fri. Largest independent recruitment advertising publication has new offices in South Natomas. Req. experience in a hospital or doctor's office environment or other medical field, and knowledge of medical terminology. Sales exp a plus. Must be a bright, competitive person with strong people skills and good math, grammar & spelling. EOE

**MEDICAL RECEPTIONIST**

Medical-Dental Agency  
2600 J Street  
Sacramento, CA 95816  
916/446-7844

Attn: Office  
\$1500/mo plus full benefits including paid vacation, holidays, sick leave, and medical/dental & life insurance after probationary period. Call for more information. Well-respected agency, established in 1957, is recruiting receptionists for all medical specialty practices. Greet clients, process insurance billing, schedule appts, and handle heavy phone workload. POSITIONS AVAILABLE THROUGHOUT SACRAMENTO AREA. Hrs 8:30-5 Mon-Fri. Requires some insurance billing experience and at least 2 yrs doctor's office exp. Must have a pleasant phone manner. Non-smoker preferred. EOE

**OFFICE MANAGER****Transcriptions, Ltd.**

**MEDICAL TRANSCRIPTIONIST**  
Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311

Evening/weekend differential; adjustment period guarantee. Full benefits. Call for immediate consideration. Make your move into the future. National company seeking experienced transcriptionists to transcribe medical records in our beautiful, new, East Bay offices. Income to \$40,000+/yr for high-quality/quantity production. Full & part-time positions. **MUST HAVE MINIMUM 2 YRS ACUTE CARE HOSPITAL MEDICAL RECORDS TRANSCRIPTION EXPERIENCE. WORD PROCESSOR PREFERRED.**

**Transcriptions, Ltd.**

**MEDICAL TRANSCRIPTIONIST**  
Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311

Attn: Drinda  
Excellent income potential. Call for immediate consideration. If you are tired of the commute, need to be at home, or just want to be your own boss, here is your chance. Need very skilled transcriptionists who are highly motivated self-starters to transcribe medical reports at home. We pick up & deliver to your door. Full-time or part-time position. **REQUIRES MINIMUM 3 YRS ACUTE CARE HOSPITAL MEDICAL TRANSCRIPTION EXPERIENCE. ALL SPECIALTIES.**

**OFFICE MANAGER**

First Western Medical Group  
1816 Tribune Road, Suite 102  
Sacramento, CA 95815  
Attn: Darlene Maddox  
Salary DOE, plus excellent benefits. Send resume. Manage Sacramento branch office; responsible for monitoring budget & expenses, submitting financial data to home office, and overseeing total production of a staff of 12 Hrs 8-5 Mon-Fri. Statewide industry leader in providing top-quality medical evaluations requires a strong accounting background and an entrepreneurial spirit. Prefer BA in business (equivalent work experience will be considered) and medical management background. EOE

**• INSURANCE •**

Health Claim Processors for Nationwide health insurance company. On-line experience a must. Excellent advancement opportunities. 37-hr workweek. Competitive employee package. Other positions available.

**LINCOLN NATIONAL****LIFE INSURANCE COMPANY**

3875 Hopyard Road

Pleasanton, CA 94566

Send resume or call Linda at:

(415) 847-7281

EOE

**Help Us Make a Difference!**

The State of California Department of Corrections offers challenging career opportunities & outstanding benefits. We currently have openings for the following positions:

**■ Staff Psychiatrists ■ Physicians / Surgeons****■ Clinical Psychologists**

For employment information call today:

**(916) 739-2982**

**■ Registered Nurses**

**Earn \$2391 - 3092/mo**

(Includes \$200/mo recruitment retention bonus)

**■ LVNs/RNs****Become a Medical Technical Assistant**

**Earn \$2336-2810/mo**

- LVN or RN license or 1 yr exp as a corpsman with proof of admission to LVN exam.
- High school diploma or GED
- US Citizenship
- 21 years of age. No age maximum.
- Excellent physical condition
- Normal hearing and vision
- No felony convictions or illicit drug usage

For employment information call today:  
**(800) 622-WORK**

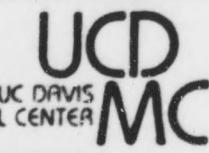
Great trials often precede great triumphs.

**PARAMEDICS**

Metropolitan Ambulance  
8001 Folsom Boulevard, Suite 111  
Sacramento, CA 95826  
916/452-6181 or 381-6626

Attn: Personnel

Excellent salary & benefits. Call for more info or send resume. Metropolitan Ambulance is accepting resumes for pre-hospital paramedics. Job duties include vehicle operation & patient care. 24-hr service; set day shift 8-5 Mon-Fri. Private provider with 911 contract covers greater Sacramento area. Must possess paramedic certification, ACLS, ambulance driver certificate. Must take county certification exam.

**PHARMACY ASSISTANT II**

U.C. Davis Medical Center  
2525 Stockton Boulevard, Room 1021  
Sacramento, CA 95817

Attn: Personnel Department

\$8.55-10.09 hourly. Send resume (please refer to job #58-89), open until filled. Full-time career position in the Inpatient Pharmacy maintaining unit dose & IV additives systems, inventory control, and record keeping. Day & evening positions available. Must have previous experience EEO/AA Employer. M/F/H

**QUALITY ASSURANCE MANAGER**

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486 x129

Attn: Margaret Ward/ Personnel Department  
Salary DOE, + xmt bft incl vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appnt or send resume. Function as utilization review coordinator, provide risk management services, and coordinate the pre-admission process. Full-time, Mon-Fri; hrs to be arranged. 40-bed acute care hospital is near a beautiful Northern CA recreational area offering waterskiing, fishing & boating. Requires Calif RN license; 1 yr experience in quality assurance, utilization review, and risk mgmt; and ability to relate to medical staff. EOE

Thinking well is wise  
and planning well, wiser.

**RADIOLOGY TECHNOLOGIST**

Eiko Regional Medical Center  
762 14th Street  
Eiko, NV 89801  
702/738-3111 x224

Attn: Rene Warne

Salary commensurate with education & experience, plus excellent benefits. Call for appnt or send resume. Full-time positions available in a multi-specialty group practice, taking chest & extremity X-rays. Full-time, weekdays only. We're located in a lovely rural community with abundant outdoor recreation opportunities. Prefer mammography experience (not required) and AART registration or eligibility. Women encouraged to apply. EOE

**PHARMACISTS**

Raley's Supermarket Inc, Sacramento's largest supermarket chain, has launched an expansion drive that includes new store openings in San Pablo, Hercules, Fremont, Oakley, El Cerrito, Newark, and Livermore, as well as further growth in the Sacramento Valley.

Our rapid expansion has created immediate openings for staff pharmacists in:

• Modesto • Vallejo

We offer excellent opportunities including paid vacations and medical/dental benefits.



If you're a registered pharmacist, contact Jody or Flint at:  
**(916) 373-3333**

**Come Join Us at Professional Elderly Care**

We seek energetic, caring professionals for current openings in the following fields:

- DON
- RNs
- LVNs
- CNAs
- Home Health Aides
- Housekeeper
- Physical Therapists
- Occupational Therapists
- Speech Therapists
- Medical Social Worker
- Dietician / Nutritionist

If you seek a challenging job opportunity with a quality health care employer, you are invited to call today. This is a career you can't pass up.

We offer flexible hours and days around your schedule and competitive salary & benefits.

Call for an appointment or send salary requirements to:

Attention: Jennifer  
P.O. Box 4013  
Citrus Heights, CA  
**(916) 483-4961 or 483-4962**



**REHABILITATION NURSE**

Crawford Health & Rehabilitation Services  
10411 Old Placerille Road, Suite 200  
Sacramento, CA 95827

Attn: Branch Manager  
Competitive salary plus excellent benefit package and company car. Send resume, no phone calls. National rehabilitation consulting firm seeks an RN to work with doctors, employers, and patients in the medical & vocational rehabilitation of disabled adults in the private rehab sector. Full-time. Requires RN license; minimum 3 yrs general nursing experience including orthopedics, occupational health, auditing & utilization review; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE

Your world is a reflection of your attitude.

**RESIDENTIAL ASSISTANT (part-time)**

Meadowbrook Ranch  
7150 Sierra Ponds Lane  
Loomis, CA 95650  
916/791-7067

Attn: Liz Fallbrick / Program Coordinator  
Salary DOE/DOQ. Call for appt or send resume. Ass't in supervising the daily routine and community outings of brain-damaged patients in a rehab setting. PT, flexible shifts. Transitional living center, established 2 yrs, specializes in care for brain-damaged patients. Must be responsible, able to work well alone or in a team environment, and have good communication skills. Some college and/or allied health-care experience preferred. EOE

**RN**

Cypress Acres Convalescent Hospital  
1633 Cypress Lane  
Paradise, CA 95969  
916/877-9316

Attn: Director of Nursing  
Competitive salary plus excellent benefits. Call for appointment or more information. Looking for nurses to join our friendly, team-oriented nursing staff. Charge position responsible for supervising assigned shift and ensuring quality patient care. Relief & part-time positions avail (can work into FT); flexible scheduling. 107-bed SNF has a 29-bed free-standing ICF unit and is located in a beautiful area. Requires RN/LVN license. Must enjoy working with the elderly.

**NURSE MANAGER**

- Exciting Opportunity
- Modern new surgery center in Oakland
- Professional, caring staff
- Conveniently located near BART

Good communication & leadership skills  
BSN preferred

Apply to:

The Surgery Center

3875 Telegraph Avenue  
Oakland, CA 94609  
Attn: Dana Ellerbe  
(415) 547-2244  
EOE

**RN - WEEKEND (part-time)**

St. Paul's Towers  
100 Bay Place  
Oakland, CA 94610  
415/891-8522 or 835-4700  
Attn: Patricia Solim/ Health Services Dir  
\$14.50/hr plus excellent benefits. Call for appointment. Supervise weekend day staff. Day shift hrs. Sat-Sun. 43-bed skilled nursing retirement facility near Lake Merritt has excellent working conditions. RN license is required. Prefer long-term care or management experience.

**RN / LVN**

Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437  
707/961-1234 x289  
Attn: Personnel Department  
Competitive salaries plus excellent benefits. Call for information. Nursing positions available in OR, labor & delivery, med/surg, and ICU/CCU. Full & part-time positions available. varied shifts. Join our friendly, supportive nursing team at this 54-bed acute care unit, located on the beautiful Mendocino Coast. Must have a Calif RN or LVN license. EOE

**Make your job search a full-time project.**

You'll work a 40-hour week for an employer; you should work no less for yourself.

**RN / LVN**

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486 x129  
Attn: Margaret Ward / Personnel  
Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt. 40-bed acute care facility, located in a beautiful Northern CA recreational area offering water-skiing, boating & fishing. Is seeking Med/Surg and OB nurses. Responsible for treating and providing quality care. Full & part-time, all shifts available. Req Calif RN/LVN license. New Grads Welcome! EOE

**RNs (part-time & on-call)**

LaSalette Convalescent Hospital  
537 East Fulton Street  
Stockton, CA 95204  
209/466-2066  
Attn: Director of Nursing  
\$13/hr (with benefits). \$14/hr (per diem). Benefits include vacation, holidays, and medical/dental insurance. Call for appt. Join the friendly nursing staff at our 122-bed SNF in the San Joaquin Valley. Looking for caring individuals to provide quality patient care. Part-time & on-call (all shifts available) and PT permanent positions (every other weekend). Requires Calif RN license. New graduates welcome! EOE

The victories in life come slowly, and not always to the stronger or faster man. More often than not, the person that wins is the person who thinks, "I can!"

**SUTTER DAVIS HOSPITAL,**

a progressive acute care facility, is seeking the following qualified personnel to join our friendly & professional staff:

**◆ RN's ◆****ICU**

- Full-time/Night
- Part-time/Evening & night

**Med - Surg**

- Full-time/Evening
- House Supervisor
- Full-time/PM shift
- Part-time/Night

Per diem positions also available. Competitive salary & excellent benefits package.

**Sutter Davis Hospital**

Contact: Elvia Garcia  
(916) 757-5123  
or send resume to:  
P.O. Box 1617  
Davis, CA 95617

**Immediate positions available:**

- ◆ Receptionist  
(computer experience)  
FT and On-call
- ◆ Certified Medical Assistant  
PT and On-call



Apply in person:

**Sutter Immediate Care**  
1941 Zinfandel Drive  
Rancho Cordova, CA 95670  
BOE

Sutter Solano Medical Center, a 108-bed acute care facility with recently opened state-of-the-art emergency intensive care facilities, has the following positions currently available:

**CENTRAL SERVICE TECH**

On-call

**OPERATING ROOM TECH**

On-call

**MEDICAL TRANSCRIPTIONIST**

Short-hour



If you are interested in working in a professional, high-tech/high-touch environment, please contact: Shirley Lee, Personnel Rep.

**Sutter Solano Medical Center**

300 Hospital Drive

Vallejo, CA 94589

(707) 554-5244

Jobline: (707) 554-5243

Equal Opportunity Employer  
Male/Female/Handicapped

# The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity . . . our guarantee . . . for the future.



Please call

1-800-544-8778

or send your resume:

3000 L Street, Suite 104  
Sacramento, CA 95816

**Sutter Health**

EOE/AA/M/F/H

**A**cute care hospital located in the beautiful Sierra foothills is currently seeking the following to join our health care team:

RNs positions available in all departments

Phlebotomist per diem

Med Tech per diem

Respiratory Care Practitioner per diem

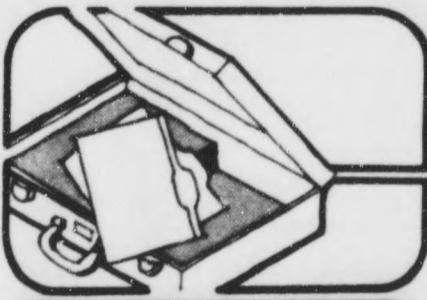
Qualified candidates please contact personnel:

**Auburn Faith Community Hospital**  
11815 Education Street, Auburn, CA 95604  
(916) 885-7201 ext 721



AUBURN FAITH COMMUNITY HOSPITAL

Equal Opportunity Employer



## Professional/ Career

### CHILDCARE WORKER / NIGHT SUPERVISOR

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841  
Attn: Office

\$950-1150/mo DOQ, plus medical & dental benefits. Send resume; RTJJ. Supervise & oversee adolescents in the home, helping to create a therapeutic environment. This challenging position offers the opportunity to make a positive difference in the lives of abused & troubled teens. We are a small residential treatment center offering strong supervision and learning opportunities. 40 hrs/wk. Requires BA degree in social science/ psychology and CDL.

### ELIGIBILITY WORKER II

Placer County  
377 Nevada Street  
Auburn, CA 95603  
916/823-4761  
Attn: Personnel Office

\$691-840 bi-weekly plus benefits. Call for more info; file county application by 3/10. Under supervision, determine initial & continuing eligibility for clients (per established procedures) and refer applicants & recipients to appropriate social work staff members as needed. FT Mon-Fri. Requires min 1 yr experience in a CA county welfare dept performing the duties of an Eligibility Worker I. Must be able to make rapid & accurate arithmetic calculations and willing to learn & apply complex laws & regulations. AA/EOE



### EMPLOYMENT SPECIALIST (part-time)

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Human Resources Director  
\$6.95/hr + xlt commission. Send resume & salary history. Thorough training prepares you to help employers with their hiring needs. Job sharing position: you and your partner will call new & existing clients in an industry specialty. Hrs 8-1 or 12:30-5 Mon-Fri. Largest independent recruitment ad publication has new offices in South Natomas. Prefer sales, personnel, or employment agency background, but will consider heavy phone exp. Looking for competitive people with a professional appearance, strong people skills, and good math, grammar & spelling. EOE H

### PUBLIC WORKS DIRECTOR

\$53,700 - 74,676 / year

The City of Stockton, CA (population 190,000) is seeking a Public Works Director. This Department Head position reports to the City Manager and directs and supervises a department of 137 employees with an annual budget of nearly 10 million dollars.

Responsibilities include administration and supervision of Administrative, Engineering, Garden Refuse and Street Maintenance and General Services Divisions including a central garage. Requires education and exp equivalent to graduation from a 4-yr college or university with major coursework in engineering or a related field and 4 yrs of supervisory or administrative exp in a major Public Works setting which has included problem planning, development and administration; possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. In addition to salary, we offer an excellent mgmt benefit package. Apply by March 31, 1989. Send completed City of Stockton application and a detailed resume to:

Personnel Department  
CITY OF STOCKTON  
425 North El Dorado Street  
Stockton, CA 95202  
(209) 944-8233

AA EOE

### PERSONNEL ASSISTANT

Lassen County  
Administrative Office  
707 Nevada Street  
Susanville, CA 96130  
916/257-8311  
Attn: Personnel

\$2074-2522/mo plus benefits. Call for more info and application package; file by 5pm 3/31. Under direction, develop & administer a central county-wide personnel management program. Responsibilities include personnel recruitment, selection, job classifications, pay, training, and affirmative action. Also assist in labor relations, benefits coordination, and other related functions. FT Mon-Fri. Req 1 yr professional-level personnel work and a BA in public administration, personnel administration, or closely related field. Experience may be substituted for education.

There's no room larger than the room for improvement.

### REHABILITATION COUNSELOR

Crawford Health & Rehabilitation Services  
10411 Old Placerville Road, Suite 200  
Sacramento, CA 95827

Attn: Branch Manager

Competitive salary plus excellent benefits package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks a full-time vocational consultant for its Sacramento office to work with disabled adults in the private rehab sector. Requires master's degree in psychology, counseling, or related field; minimum 3 yrs experience including vocational counseling, evaluation, and rehab plan development & testimony; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE

"Leadership: The art of getting someone else to do something you want done because he wants it too."

- Dwight D. Eisenhower

### SOCIAL WORKER

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841  
Attn: Social Worker

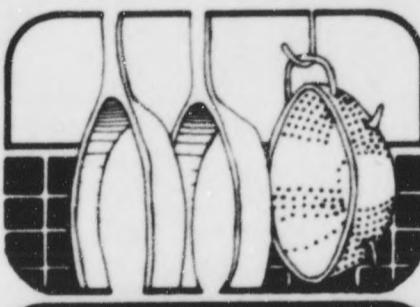
\$21,000-27,000+/yr DOE/DOQ, plus vacation, holidays, sick leave, and medical/dental insurance. Send resume; RTJJ. Duties include group & individual counseling and case management. Unique opportunity to grow in a challenging position with this small, established residential treatment program for troubled adolescents, in operation since 1900. 40 hrs/wk. Must be a LCSW or LCSW-qualified. EOE

### VETERANS' BENEFITS COUNSELOR, JOURNEY-LEVEL

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321

Attn: Personnel Department

\$20,316-24,696/yr Call or write for more info & application; file by 3/17. Responsibilities include assisting veterans and their dependents in understanding & obtaining benefits provided by federal/state laws & regulations. This position involves the full scope of benefits counseling. Full-time Mon-Fri. Requires minimum 1 yr recent experience providing veterans' benefits counseling. AA/EOE



## Restaurant Hospitality

### CASHIER

De La Cruz Deli  
908 West Maude Avenue  
Sunnyvale, CA 94086  
408/245-3354

Attn: Phil Nichols / Manager

\$4.25-5.00/hr. Call for appt before 10 or after 2. RTJJ. Handle cash register for all deli orders, and assist in making sandwiches. Will be cross-trained as sandwich maker. Full-time flexible hrs, Mon-Fri; PT also available 20-25 hrs/wk. Family-owned business (14 yrs) is now hiring at all 6 stores in Silicon Valley. Must be dependable HS grad with a neat appearance and ability to work without constant supervision. No experience necessary. EOE



### CREW MEMBER

Burger King  
7225 Greenhaven Drive  
Sacramento, CA 95831  
916/392-6145

Attn: Manager

\$4.25/hr to start DOE; benefits package available. Apply in person Mon-Fri. Prepare food, cashier, operate drive-thru window, and perform janitorial duties. Full & part-time flexible day shifts to fit your schedule. Our restaurant has great working conditions, a friendly environment, and opportunities for advancement. Must be personable, motivated & energetic. Earn while you learn, on-the-job training provided! EOE



### COOKS - PM

Charley Brown's  
1375 Exposition Boulevard  
Sacramento, CA 95815  
916/920-1331

Attn: Manager

\$6-7/hr DOE, plus medical ins (for employees working 25+ hrs/wk) and vacation after 6 mos. Apply in person (3-4 Tue-Thu). Responsibilities include prep, broiler, saute & fry station work; and clean-up. Night shift; varying days. Fun, friendly restaurant/bar (seats 250) has a reputation for quality food & service. 1 yr dinner house cooking experience preferred, but willing to train the right person. Must have good work habits and people skills.

California State Prison, Folsom  
is accepting applications for:

## Supervising Cook I

Requires: 1 yr exp supervising cooks and serving of meals for at least 250 persons per meal.

Mail completed state application  
by March 31, 1989.  
P.O. Box 29  
Represa, CA 95671  
Attn: Personnel Office, testing  
(916) 985-8610

AA / EOE

## Join A Winning Team

The City of Vacaville Invites Applications For

### Administrative Clerk

\$1490-1811/mo

Three years experience, 55 wpm.  
Final Filing Date: March 17, 1989

### Adult Sports Coordinator

\$9/hr

Part-time, 30 hrs/wk.  
Final Filing Date: April 1, 1989

Note: Salary ranges are monthly, plus 7% City-paid PERS

To apply for the above positions call the 24-hour JOBLINE, (707) 449-5113 or apply in person at the Personnel Office, 650 Merchant St, Vacaville, CA 95688, M-F 8:30-5:00.



EOE M/F/H

## CAREER OPPORTUNITIES

### BUSINESS SERVICES OFFICER

(\$28,000 - \$4,000 per year)

Must have knowledge and experience in government contracting (federal, state, and local). Responsibilities will include assisting businesses in identifying government, government prime contractor, and public sector markets for their respective commodities and/or services; completing bid packages and other documentation; and researching/analyzing trends in the government procurement marketplace.

**QUALIFICATIONS / EXPERIENCE:** Must have 2 years of exp in negotiating and contracting the procurement of goods and services for local, state, or the federal government; DoD contracting experience and economic development experience highly desired; a 4-year college degree with major study in Public or Business Administration, Human Resources, or related field.

### EMPLOYMENT & TRAINING ANALYST

(\$28,000 - \$4,000 per year)

Must have knowledge and exp in performing advanced level contract development and monitoring, program planning, and grant development. Responsibilities to include development of request-for-proposals; grant and proposal development; and research of employment and training issues.

**QUALIFICATIONS / EXPERIENCE:** 3 years of exp in one of the following areas: grant development, program planning, or contract negotiation/development/monitoring; and a 4-year college degree with major study in Public or Business Administration, Social Sciences, or closely related field.

### EMPLOYMENT & TRAINING SPECIALIST I

(\$24,000 - \$28,000 per year)

Will provide employment counseling, job placement and support services to eligible employment and training clients; also conduct applicant interviews, client assessments, referrals to training, caseload management and client follow-up.

**QUALIFICATIONS / EXPERIENCE:** 2 years of college in vocational/guidance or related fields. Two years recent exp in vocational/guidance counseling, preferably with disadvantaged clients.

Send resumes to:

**SOLANO COUNTY PRIVATE  
INDUSTRY COUNCIL**  
P.O. Box 545  
Fairfield, CA 94533  
FINAL FILING DATE: March 22, 1989

AA EOE

## Senior Planner

\$3784-4594 monthly

Alameda County Public Works Agency is currently searching for a qualified planner in transportation. All applicants must meet the qualifications of either of the following options:

#1 — 1 year of experience in the classes of Planner III, Civil Engineer III, or equivalent or higher level class specializing in transportation planning in the Alameda County Service. Or . . .

#2 — B.A. from recognized college or university with major in transportation planning, city & regional planning, civil engineering, or related discipline (M.A. in transportation planning desirable), and equivalent of 4 years progressively responsible experience in transportation planning, transportation engineering or transit planning.

For application, call  
(415) 670-6387

Alameda County is an equal opportunity employer.



### CITY PLANNER

Salary \$3000-\$3647/mo

Includes 7% PERS plus 100% medical, dental and vision for employee and dependents.

This professional planning position involves the direction of a major phase of departmental operations, supervision, & the application of substantial knowledge of city planning problems. It requires knowledge of federal, state and local laws and programs affecting planning, zoning and the ability to coordinate and supervise the work of professional and clerical employees.

Any combination of education and experience equivalent to possession of a master's degree in planning, architecture or closely related field and four (4) years of exp in professional city planning work. You may obtain an application and job flyer from the personnel office, (415) 654-6161, 2200 Powell Street, 12th floor, Emeryville, CA 94608

Final Filing Date: March 31, 1989

## TASTE SUCCESS

Sizzler has these  
employment opportunities!

- ♦ Waiter / Waitress
- ♦ Broiler / Fry Cook
- ♦ Counterperson
- ♦ Dishwasher
- ♦ Salad Bar Attendant

Great opportunity for advancement; we promote from within. Great salary and benefit package available. Apply in person at these 3 locations in Sacramento:

4124 Florin Road  
5815 Madison Avenue  
2204 Sunrise Boulevard

**Sizzler**

Steak, Seafood, Salad



## CREW PERSON

Wendy's Old Fashioned Hamburgers  
4447 Central Place

Suisun City, CA 94533

Attn: Donna / Manager

\$4.50/hr plus half-price meals. Apply in person between 2-4pm. Perform a variety of duties including cashiering, cooking on the grill, and working directly with customers. Full & part-time positions available between 7am-11pm. choose your own hours around school & activities! Located in Cordelia Junction (off Suisun Valley Road exit), we have a friendly staff and a great working environment. Great potential for advancement! POSITIONS ALSO IN MARTINEZ (see Audra, 3455 Alhambra Avenue). Must be at least 16 yrs old and have a positive, energetic attitude and desire to succeed.

## HOSTESS / HOST (4)

Backstage Cafe Japanese Singing Bar  
151 South Murphy  
Sunnyvale CA 94086  
408/738-0392

Attn: Kaz Nakayama / Vice President  
\$8/hr plus tips; medical & dental ins after 3 mos. Call for appt: RTJJ. Greet customers and seat patrons in bar. Hrs 7pm-2am Mon-Sat, plus overtime when needed. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and friendly atmosphere. Must be dependable & sociable. No experience necessary. Will train. Japanese-speaking a plus! College students are encouraged to apply. EOE

## RESTAURANT MANAGER

Kentucky Fried Chicken  
301 Georgia Street, Suite J  
Vallejo, CA 94590  
707/643-8411

Attn: Mark

\$1500-2100/mo + bonus and full benefit package. Call for appointment or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires high school diploma or equivalent. Some college and/or experience preferred. Training program provided.

## SANDWICH MAKER

De La Cruz Deli  
908 West Maude Avenue  
Sunnyvale, CA 94086  
408/245-3354

Attn: Manager

\$4.25-5.00/hr. Call for appt before 10 or after 2. RTJJ. Make deli sandwiches and assist catering service. Will be cross-trained as sandwich maker and cashier. Full-time Mon-Fri, flexible hrs. PT also available 20-25 hrs/wk. Family-owned business (14 yrs) has 6 stores in Silicon Valley now hiring. Must be dependable HS grad with a neat appearance and ability to work without constant supervision. No experience necessary. EOE

## SHORT-ORDER COOK

Oasis Catering  
3183 Cleveland Avenue  
Santa Rosa, CA 95401  
707/546-7220

Attn: Lori Powell / Vice President

\$250/wk + bonus for extra work, benefits (1/2 employer-paid) after 90 days. Call for appt: RTJJ. Cook & prepare food in a mobile preparation unit, traveling to various business sites. Hrs 5am-2pm. Mon-Fri; no overtime but can earn bonuses working some weekends. 7-yr-old family-owned catering service requires CDL, DMV printout, and transportation. Must be able to lift up to 50 lbs. and be a clean, personable, fast-paced worker. No experience required; employer prefers to train.

## FOOD PREP COOK / COUNTER CLERK (2)

Carmel Valley Racquet Club  
27300 San Carlos Road  
Carmel Valley, CA 93923  
408/624-7613

Attn: Dions Burke / Cafe Manager

\$5/hr plus free club membership for full-time employees and medical/dental insurance. Call for appt: RTJJ. Prepare & cook a variety of foods, operate cash register, and perform various counter duties for large private health club. Full & part-time flexible shifts (based on need). Must be courteous, polite & reliable. Housewives & senior citizens encouraged to apply. Must have right to work. EOE Employer M/F/H/V

HOSTESS / HOST (4)

Backstage Cafe Japanese Singing Bar  
151 South Murphy  
Sunnyvale CA 94086  
408/738-0392

Attn: Kaz Nakayama / Vice President  
\$8/hr plus tips; medical & dental ins after 3 mos. Call for appt: RTJJ. Greet customers and seat patrons in bar. Hrs 7pm-2am Mon-Sat, plus overtime when needed. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and friendly atmosphere. Must be dependable & sociable. No experience necessary. Will train. Japanese-speaking a plus! College students are encouraged to apply. EOE

## Kentucky Fried Chicken

## RESTAURANT MANAGER

Kentucky Fried Chicken  
301 Georgia Street, Suite J  
Vallejo, CA 94590  
707/643-8411

Attn: Mark

\$1500-2100/mo + bonus and full benefit package. Call for appointment or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires high school diploma or equivalent. Some college and/or experience preferred. Training program provided.

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De La Cruz Deli  
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Sunnyvale, CA 94086  
408/245-3354

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Leading full-service hotel seeking only the best to fill these vacant positions. We offer competitive benefits and salaries commensurate with experience.

- Restaurant Manager
- Catering Coordinator
- Executive Steward
- Director of Catering
- Food & Beverage Director

Please call for an immediate appointment or send resume to: Personnel

**Holiday Inn**  
Golden Gate  
1500 Van Ness Avenue  
San Francisco, CA 94109  
or call (415) 441-4000

**Holiday Inn**  
Modesto  
1612 Stock Road, Modesto, CA 95350

A 188-room hotel located in the San Joaquin Valley wine country just 80 miles west of Yosemite National Park. We have immediate openings for:

- Front desk clerks
- Front desk shift leader
- Front desk manager
- Professional salespeople
- Catering staff
- Service personnel for banquet & restaurant

If you'd like to join an exciting team with a great future, please send your resume to the above address or call Jim between 2-4 Mon-Fri at:

(209) 521-1160

## CAREERS AVAILABLE

## International Kings Table

Located in beautiful Citrus Heights, CA, currently has part-time and full-time careers available in buffet food preparation and service. Are you willing to work for a large corporation that offers:

Top benefits, paid vacations, room for advancement, and on-the-job training for the qualified applicant.

If you are reliable, stable, and responsible, apply in person: (2pm-5pm weekdays)

7990 Greenback Lane  
Citrus Heights, CA

EOE

# Kallie's

## WAITER / WAITRESS

Kallie's Restaurant  
7700 Stockton Boulevard  
Sacramento, CA 95823  
916/423-2128

Attn: Donna Herring

\$4.25/hr plus tips, vacation, medical & dental insurance, and Union House. Apply in person. Serve food & beverages and perform various other duties. Be a part of the supportive team at Kallie's, known for its quality service. Full or part-time, night or weekend position. Our 250-seat steak, seafood & prime rib family restaurant is known for its rating as the best dinner house in Sacramento! Requires minimum 2 yrs dinner house experience. Must be energetic, motivated & personable.

## WAITER / WAITRESS (2)

Backstage Cafe Japanese Singing Bar  
151 South Murphy  
Sunnyvale, CA 94086  
408/738-0392

Attn: Kaz Nakayama / Vice President

\$5/hr plus tips. Medical & dental ins after 3 mos. Call for appt: RTJJ. Provide friendly, quality service of drinks & appetizers to customers. Full-time, 7pm-2am Mon-Sat, and paid overtime when needed. Part-time positions also available. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and a friendly atmosphere. Must be dependable & sociable. No experience necessary. Will train. Japanese-speaking a plus! College students are encouraged to apply. EOE

## WAITPERSON

Woody's Classic Cookhouse  
& Cowabunga Bar  
2751 Fulton Avenue  
Sacramento, CA 95821

Attn: Manager

Minimum hourly wage + tips. Apply in person Tue or Thu from 2-4. NO phone calls please! Perform a variety of duties including waiting on tables, serving drinks, and providing other customer services. Hrs 11-4 available Mon-Sun; days off to be determined. Woody's has a unique menu and two Sacramento area locations with seating capacities of 140. Must be personable, well groomed, and able to work well with people. Table service experience a plus. EOE

## SALESPERSONS (10)

Culligan Water  
P.O. Box 592  
Vallejo, CA 94590  
707/644-7411

Attn: Brian Rollin / Sales Manager

\$3000-5000/mo commission potential + bonuses & benefits. Act now, call or send resume: RTJJ. Sell our high-quality water products. Culligan Water wants you! Flexible hrs in a very successful 35-yr-old water improvement dealership that is expanding the sales team. This is a fantastic career opportunity in the major impact industry of water treatment. No experience required; full training literature & sales aids provided.

## FINANCIAL SERVICES SALESPERSON

Jefferson-Pilot Financial Services  
350 University Avenue, Suite 270  
Sacramento, CA 95825  
916/927-5563

Attn: Dave Borges / Regional Agency Mgr  
Base salary plus bonuses. Call for a personal interview between 9-11am. Outstanding financial sales position offers an excellent opportunity with a large corporation. Full-time position. Must be a local resident with managerial ability & ambition. Business or sales background helpful. Comprehensive 2-yr training program provided.

## MANAGER / ASSISTANT MANAGER - RETAIL

Caron Charles  
4 Embarcadero Center, Lobby Level  
San Francisco, CA 94111  
415/788-5202

Attn: Jo Anne / District Manager

Salary DOE/DOQ, plus medical/dental insurance. Call for appt, send resume, or apply in person. One of the nation's largest, most progressive & rapidly growing retailers of contemporary misses' fashions seeks an individual to handle opening & closing the store, training employees, examining merchandise, and overseeing daily store operations. Positions available in 9 Bay Area locations. Excellent career potential. Full-time. Requires retail management experience. Must be energetic, outgoing, and enjoy fashion sales. EOE

Be positive about your abilities.

## SALES AND SERVICE TECHNICIAN

Hughes Fire Protection, Inc.

1900 Park Avenue

Chico, CA 95928

916/366-0150

Attn: Jerry Jones or Sue Lorenzen

Potential earnings to \$60,000/yr. Call for appt. Work as an independent contractor, selling & servicing portable hand fire extinguishers and restaurant fire suppression systems to commercial accounts and leads furnished. Positions also available in FAIRFIELD, NAPA, SANTA ROSA, AND EUREKA with one of California's fastest-growing fire protection companies (in business over 30 yrs). Set your own hrs. Req min 2 yrs sales exp, own van or covered pick-up, ins. and own hand tools. Must be an aggressive self-starter. Some mechanical ability preferred. Training available.

**CAPITAL TELEPHONE CO., INC.**  
Authorized Iwatsu, TIE, and Tadiran Distributor

## SALES REPRESENTATIVE

Capital Telephone Company, Inc.

2700 Fruitridge Road

Sacramento, CA 95820

916/393-2700

Attn: Peter M. Westbrook

Salary negotiable, plus commission, vacation, holidays, full medical/dental insurance, and 401K plan. Send resume, RTJJ. Immediate opening for independent, highly motivated outside sales rep to market & sell telephone systems, automated attendants/voice mail systems (integrated packages), and peripherals. Generate new Sacramento business contacts. Travel locally in territory for Capital Telephone, serving Sacramento businesses 30+ yrs. 40+ flexible hrs/wk Mon-Fri. Requires telecommunications experience. Sales exp preferred. College a plus.

## SALESPEOPLE

- Medium and light truck and automobile sales. Ford and Mercury experience helpful.
- Tremendous opportunity in retail and fleet sales.
- Commission with salary.
- Rapidly growing mining area with xlt hunting & fishing.

Call (702) 623-5001 or  
send resume to:

**OWENS**   
FORD  
MERCURY

3305 Potato Road  
Winnemucca, NV 89445

## JOIN THE CUSTOMER SERVICE PROFESSIONALS

**JCPenney**  
AVERAGE 16-HOUR WEEK

The JCPenney Telemarketing Center is seeking qualified part-time Customer Service Representatives to take catalog orders by telephone, some outcalling.

This position features:

- Starting Wage \$5.75/hr
- Flexible Hours
- Merchandise Discounts

The successful person will have a pleasant telephone voice, excellent communication skills and a mature, professional attitude. Knowledge of typewriter keyboard is helpful, but not required.

You will be scheduled an average of 16 hours/week on a rotating basis with some weekends. Hours of operation are from 6:30 am to 11:00 pm.

If you are interested and can work a flexible schedule, submit your application Monday through Friday between 9 am and 3 pm. JCPenney Telemarketing Center is located at Fair Oaks Blvd. and El Camino Ave.

**JCPenney**

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**SALES COUNSELORS**

Guardian Plans, Inc.  
San Jose, CA 95125  
408/279-6366 916/483-0700  
Attn: District Manager

Up to \$2800/mo avg based on commission + health, dental, life & disability ins. Call for appt; RTJJ. Market prearranged funeral plans by preset appts and handle own paperwork, leads provided. Positions in Sacramento and the Bay Area. 40+ hrs/wk, Mon-Fri. 25-yr-old Fortune 500 firm is the largest funeral company in the US. Requires CA life ins lic. Must be self-motivated, able to support yourself while getting started, and have CDL. Familiarity with funeral industry pref. Funeral director and sales exp helpful. Mgmt exp and bilingual (Chinese, Philippine, Spanish, etc) skills desired. Req right to work. EOE F

**SALES DIRECTOR**

Shimada Landscape, Inc.  
239 Commercial Street  
Sunnyvale, CA 94086  
408/733-3330  
Attn: Melvin Shimada / Owner

\$30,000-35,000/yr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person; RTJJ. Increase customer base by securing new accounts and retaining existing accounts through telemarketing and outside sales. Flexible hrs 6:30-3:15 Mon-Fri. 50-person firm, in business since 1949 currently has approximately 60 industrial accounts. Requires computer literacy, strong sales background, CDL, and DMV printout. Prefer bachelor's degree and industrial landscape maintenance experience. Must have right to work. EOE

Nervous about your upcoming job interview? Remember, when you go in, that all people smile in the same language.

**SALES REPRESENTATIVE**

Jade Computer Products  
1291 West El Camino Real  
Sunnyvale, CA 94086  
408/745-7980  
Attn: Mr. Hood / Manager

\$1100/mo base salary + commission DOE. 1 wk vacation after 1 yr and medical ins after 3 mos. Call for appt or send resume; RTJJ. Sell computers via telemarketing and assist retail store customers in computer product selection. Full-time, 4 days/wk 9:6-6 Sat 10:5. 14-yr-old company has 10 locations statewide. Requires computer sales exp and HS diploma. College degree is a plus! EOE

**SALES REPRESENTATIVES**

Orkin Pest Control  
North Highlands, CA 95660  
916/482-4570  
Attn: Mark Matlock

\$1100/mo guaranteed training salary (1st 2 mos), then 15% draw against commissions plus car allowance, 1 wk vacation after 1 yr, holidays, sick leave, medical & life ins after 90 days, and pension plan. Call (10-noon Mon-Fri ONLY) for a personal interview appt. Full-time. Market pest control services to homeowners or commercial accounts. Protected territory. Largest exterminator in the world requires a neat appearance, strong communication skills, ambition, and willingness to work hard & learn. No sales experience required; will train.

**SALES REPRESENTATIVES**

Introlink, Inc.  
6425 Christie Avenue, Suite 300  
Emeryville, CA 94608  
415/428-2400  
Attn: Peter Adam

Earnings & commission potential for outstanding performers can exceed \$60,000-80,000/yr based on projected sales. Benefits include medical & dental ins, 1 wk vacation after 6 mos, and car allowance. Call for appt; RTJJ. Immediate opening for a hard-working, motivated, enthusiastic individual to market & sell telecommunications products. Develop & establish new sales contacts with the support of inside sales reps & staff. Positions available throughout CA. Profitable, established communications firm provides local protected territories. Must have strong desire to succeed. Related sales experience preferred.

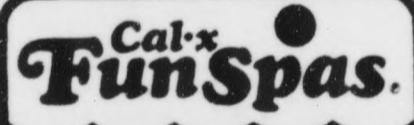
**RESUME GUIDELINES**

- Be brief, avoid excessive wordiness
- Be specific
- List only one job objective
- Target your resume for one industry / employer
- Use strong verbs
- Use quality stationery and a good typewriter

**SALES REPRESENTATIVES (4)**

Cable Co-Op  
3200 Park Boulevard  
Palo Alto, CA 94306  
415/856-3552

Attn: David Williams / Sales Manager  
\$30,000 realistic 1st-yr income (commission basis) plus \$300 paid training during 1-wk process. \$300 1st-mo draw, 7 days vacation after 6 mos, major holidays, and medical/dental ins. Call for more info or send resume; RTJJ. Perform direct sales work (inside/outside); acquire new cable TV subscription accounts and accurately complete subscription applications. 32 field hrs/wk, starting 1pm Mon-Fri and 9am Sat. 50-person firm has been in business 2 yrs. Must be aggressive, motivated, articulate, and have a 'sales' personality. CDL & ins. HS diploma and sales exp preferred. Training provided. EOE

**SALES REPRESENTATIVES**

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622 x600  
Attn: Miss Kay

Up to \$50,000/yr plus benefits. Call to apply. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales and retail showroom experience preferred. Full & part-time positions in Concord, Fairfield, and Pleasanton.

**SALESPERSON (20)**

Ultimate Hookup and Cellular Services  
720 South 40th, #3  
Richmond, CA 94804  
415/233-3769

Attn: Wilkins Owens / Owner  
Commission only, \$3000-12,000/month earning potential (\$350 bonus for every 5 phones sold). Send resume or call for appt. Training provided to sell cellular phones within a regional area; some travel. Flexible FT hrs. Cellular phone company with offices in Phoenix, AZ and Dallas, TX now expanding into California, with 5 new outlets from Campbell to Fairfield. Qualified salespeople with at least 1 yr experience and own transportation required. Must be articulate, energetic, and **SSS** motivated.

**SALESPERSON (2)**

The Cabinet Company  
591 North McDowell Boulevard  
Petaluma, CA 94952  
707/765-9767

Attn: Jim Lubey / Owner  
Commission only; up to \$4000/mo potential income, paid bi-weekly; medical benefits after 90 days. Call for appt; RTJJ. Call on residential contractors to sell cabinets for this 3-yr old manufacturing firm. Hrs 8-5, flexible days. CDL req. Sales and construction experience desirable. AA/EOE

In the business world, you don't have the freedom to associate only with those people you like, while ignoring those you don't. Part of being a professional is learning to work with everyone.

**TELECOMMUNICATION ACCOUNT REPS (5)**

DisCall  
418-B Willow Road  
Menlo Park, CA 94025  
415/327-0237

Attn: Mike Fleming / Sales Manager  
Commission basis only (\$30-50k first-yr potential). Call for more info; RTJJ. Develop new accounts for long-distance telephone service. Responsible for telemarketing & customer service, inside & outside sales. Hrs 8-5 Mon-Fri. Small company has been in business 2 yrs. Must be aggressive, mature, and stable. Prefer HS graduate with good communication skills, sales abilities, and communication sales experience. EOE

**TELEMARKETER - SALES**

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622

Attn: Miss Kay  
\$350+/wk in commission, plus great benefits. Call for more info & application procedure. Sell a needed service product to existing clients. Future management opportunities expected with growth in this dept. FT flexible shifts available, 11am-9pm Mon-Sat. Leading spa company has been in business for 36 yrs. Must have excellent telephone sales skills and 1 yr experience. EOE



If you enjoy a competitive atmosphere and would like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

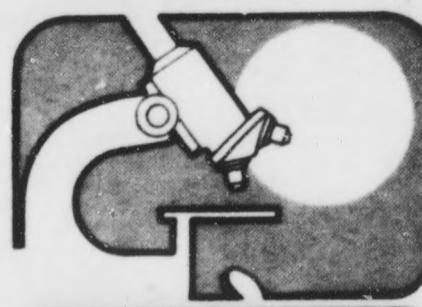
- \$14,400/yr salary plus commissions on sales. First-year earnings up to \$30,000. Excellent benefits after probation period, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.

- Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- Full-time positions require 3 yrs work experience. Prefer sales, customer service, or heavy telephone background. Strong people skills, professional appearance, good spelling & grammar, and math aptitude also necessary.
- We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Apply in writing with complete work and salary history to:

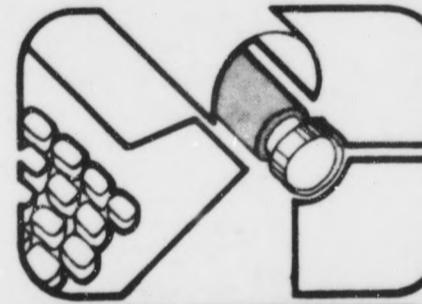
Human Resources, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

Join Our Team of Employment Specialists!

**Science/ Research****CYTOTECHNOLOGIST**

Central Diagnostic Laboratory  
18408 Oxnard Street  
Tazana, CA 91356  
800/382-3322

Attn: Mike Aicher / Personnel  
Salary to \$40,000/yr to start plus 2 wks vacation, 10 holidays & 10 sick leave days/yr and medical/dental & life ins after 3 mos. Send resume; RTJJ. Interpret lab smears for nation's largest independently owned clinical laboratory. Full-time positions available coast to coast; flexible day & night shifts. \$100 million/yr reference laboratory works with doctors, clinics & hospitals. Requires ASCP and/or CA certification as a cytotechnologist. Must have right to work. AA/EOE M/F/V

**Secretarial/ General Office****ADMINISTRATIVE AIDE**

Fairfield-Suisun Unified School District  
1025 Delaware Street  
Fairfield, CA 94533  
707/427-7022

Attn: Personnel Office  
\$19,410-28,230/yr DOE/DOQ, plus medical/dental & life ins. Call for more info and district application; file app or send resume by 3/9. Handle a variety of responsibilities as an aide to the assistant superintendent of the personnel department. Hrs 8-5 Mon-Fri. School district has approx 25 school sites. Requires ability to type 60 wpm and take shorthand at 100 wpm. Knowledge of California teacher credential program is desirable. AA/EOE

**OFFICE EQUIPMENT SALES****Join The Finest Sales And Service Team In Sacramento**

- Salary, commissions, expenses, benefits, incentives
- \$50,000/yr potential
- No nights or overnight travel
- Full training
- Enthusiastic and supportive management
- National and local advertising support

We're one of the most progressive office equipment dealers in Sacramento. If you have one year copier sales experience and are looking for an opportunity to manage a sales team, or are now in sales and looking for a chance to establish a track record, then this is the opportunity that can give you earning power, personal growth and career advancement.

Call for Interview  
(916) 447-9101

Dan Vera  
Capital Office Systems  
2101 K Street  
Sacramento, CA

HARRIS / 3M

**ADMINISTRATIVE ASSISTANT**

Total Productions  
214 Main Street, Suite 201

San Mateo, CA 94401

415/375-1151

Attn: Office

\$6-10/hr DOE. Call for appt; RTJJ. Duties include heavy data entry, answering phones, greeting customers, filing, and overall clerical functions. Work in a large office for an owner of several different companies. 25-40 hrs/wk Mon-Fri. Req exp in data entry, basic clerical skills, and ability to type 45-50wpm. Knowledge of music, real estate, marketing, and/or graphics, etc a strong plus.

**ADMINISTRATIVE SECRETARY**

Transitional Living & Community Support  
1631 P Street  
Sacramento, CA 95814  
916/441-0123

Attn: Paul Powell

Competitive salary plus benefit package. Send resume. Take minutes at board & committee meetings, handle personnel functions such as interview packets and scheduling interview appts, maintain current position descriptions for local disbursement, and supervise an office staff of 3. Hrs 8:30-4:30 Mon-Fri. Private, non-profit social service agency requires supervisory experience. 75 wpm typing, and 75 wpm shorthand. Microsoft Word exp preferred. EOE

**ASSISTANT FIELD ADMINISTRATOR**

Vita Insurance Associates, Inc.  
Mountain View, CA 94043  
415/968-8811

Attn: Rae Lee or Jody

Salary to be discussed; bft's include vacation, holidays, sick leave, health/life ins & pension. Call for more info. Seeking a career-oriented professional for fun, hardworking admin position in small, 1st-class brokerage firm. Xint oppy to learn & develop. Diversified responsibilities include lots of client contact (in & out of ofc), project coordination, and verbal/written client communication. Involves technical admin procedure/contract knowledge. 40-50+ hrs/wk. Req BA/BS and xint phone skills & personal grooming. Must be pleasant, enthusiastic, well-organized, non-smoking, independent worker. Training given.

**CUSTOMER SERVICE - COUNTER**

Country Rental Center  
15721 Los Gatos Boulevard  
Los Gatos, CA 95030  
Attn: Mack / Branch Manager

\$350/wk to start DOE, plus vacation, holidays, sick leave, and medical/dental ins after 90 days. No phone calls please. Apply in person; RTJJ. Fill out rental contracts, collect money, assist customers with information, and answer phones. Full-time flexible hrs (must be avail some weekends). Busy, fast-paced equipment company rents trucks, trailers, construction equipment, furniture & partyware, etc. Requires HS graduate, some retail or customer service experience. CDL and DMV printout. Must be friendly, personable, and neat in appearance. Good math skills a plus. EOE

**Toxicology/Research Technician**

Chevron Environmental Health Center, Inc.  
Assist in the conduct of toxicology studies to determine the toxicity of various company products and industrial chemicals. Summarize data and prepare technical reports on the tests conducted. Must have some biological laboratory exp. College-level coursework or equiv exp required in physical & biological sciences including physiology & chemistry. Coursework in toxicology is highly desirable.

Send resume or direct requests for further information to:

Dr. Patrick W. Beatty  
Chevron Environmental Health Center, Inc.  
P.O. Box 4034  
Richmond, CA 94804-0054  
AA/EOE

**DISTRICT MANAGER**

Akzo Sikkens Car Refinishers is looking for an aggressive automotive paint sales person for the Oakland East Bay Area. Automotive paint knowledge a must. Sales experience is not necessary but is helpful. Competitive salary with complete benefit package and company car.

Send resume or letter of work history and salary requirements to:

SIKKENS CAR  
REFINISHERS

2419 Tiralid Way  
Hayward, CA 94544  
Attn: Personnel Dept.

**DATA ENTRY / CLERK (part-time)**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833

Attn: Kathy Kellum / Office Manager

\$6.80/hr DOE. Send application or resume & cover letter. Working from prepared information, compose classified job listings on IBM-AT computer; and perform general clerical duties. 4hrs/day. 4days/wk Mon-Fri, flexible 2-9pm, with possibility of expanded hrs/days as workload increases. Growing recruitment publication has attractive, new offices (non-smoking) in South Natomas. Requires outstanding writing, proofreading & editing skills; excellent spelling, grammar & usage; and heavy typing/data entry exp (50 wpm). Must be accurate and able to handle detailed assignments. EOE

**OFFICE MANAGER**

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675

Attn: David Rasmussen / Owner

\$12/hr DOE/DOQ + bfts (to be discussed). Call for info, apply in person, or send resume, refs & salary history/reqs: RTJJ. Oversees all office procedures including supervising 3-4 employees, writing reports, scheduling company jobs & personnel hrs, typing, and handling payroll & customer billing. Hrs 8-5 Mon-Fri. Established, growing firm, in business since the 1930s, installs glass in cars, houses, and offices. Req detail-oriented professional with good math, written & grammar skills, and ability to deal with public and meet deadlines. Prefer minimum 3 yrs office experience in the glass trade. EOE

**SECRETARY / GENERAL OFFICE MANAGER**

Imperial Auto  
111 Verdi Street  
San Rafael, CA 94901  
415/457-5868

Attn: Steve / Owner

\$250/wk DOE. Call for appt; send resume & hand written cover ltr. Type, file, answer phones and some light bookkeeping. Work on a marketing program for auto mechanics using IBM compatible computer. Growing company services foreign cars & publishes a quarterly newsletter. May include some composing of articles related to auto services. 40 hrs/wk M-F. Req 2 yrs secretarial exp, exc customer contact skills, & a neat appearance. Must be dependable, take charge person & have entry-level knowledge of computers. Knowledge of auto service field preferred. Great for married person.

**SENIOR PERSONNEL CLERK**

Sacramento Superior Court  
720 9th Street, Room 611  
Sacramento, CA 95814  
916/440-5476

Attn: Court Administration

\$1622-1971/mo plus excellent benefits. Call or write for further information or application; file by 3/28. Perform office duties with heavy emphasis on payroll & personnel record keeping. 40 hrs/wk, Mon-Fri. Requires minimum 2 yrs clerical experience and 1 yr of personnel record keeping. Comparable exp will be considered. AA/EOE

**Administrative Assistant  
Sales Assistant**

Local securities B/D firm needs a sharp person to train in the operations area.

Hours 8-5, Mon-Fri. Salary DOE. Must have excellent organizational skills plus a minimum 3-5 years experience in office work. Bookkeeping knowledge a plus.

Send resume to:  
P.O. Box 255388  
Sacramento, CA 95865  
Attn: Personnel Department

**With Us First!****Work for top companies:**

- Secretaries / File clerks
- Word processors
- Data entry operators
- Assemblers / Technicians
- Light Industrial

We offer: No fee; long & short-term assignments; high hourly wages; bonuses; medical ins; word processing training; and more.

**CERTIFIED PERSONNEL**

Quality Service Since 1963

Sacramento (916) 364-1114  
Roseville (916) 782-0660  
Oakland (415) 547-8220

**WORD PROCESSOR**

Tri-Counties Janitorial Services  
1726 Corby, Suite D  
Santa Rosa, CA 95407  
707/523-3171

Attn: Joseph Hale

Salary DOE/DOQ. Send resume: RTJJ. Responsible for data entry and word processing of vocational reports using the Wordstar program for this company that provides vocational evaluation services to injured workers. Requires typing of 60 wpm. Will need to have excellent attention to detail, enjoy working with people, and have good organizational skills. Prefer experience, but will train.

**Dunhill  
Temporary  
Systems**  
of Sacramento**WORD PROCESSORS (3)**

Dunhill Temporary Systems  
1967 Zinfandel Drive  
Rancho Cordova, CA 95670  
916/635-8777

Attn: Bonnie Lewis

\$7.50/hr & up DOE, plus benefits. Call Bonnie for immediate appt. Use word processor to prepare varied correspondence; may perform related office duties. Temp assignments vary from 2 days to 6 mos & longer. Our clients are top companies with professional environments. Variable hrs. 8-5 Mon-Fri. You'll never pay a fee with Dunhill. In business over 15 yrs, our full-service agency provides both temporary & permanent technical, legal, light industrial, and clerical jobs. Req min 2 yrs of exp, 70+ wpm accurate typing, plus exp with Word Perfect 4.2 & 5.0 and Multimate software. AA/EOE

**ASSISTANT PLANNER**

City of Benicia  
250 East L Street  
Benicia, CA 94510  
707/746-4205

Attn: Personnel Department

\$2514-3057/mo plus fully paid PERS & benefits. Call or stop by for application; file app by 3/24. Responsible for a wide variety of assignments, primarily current planning projects for a city of 24,000. FT Mon-Fri. Requires strong communication & analytical skills. BA in urban or environmental planning or related field, and 1 yr technical experience in urban planning. May substitute master's degree for experience. EOE

**ASSOC CIVIL ENGR/TRANSPORTATION ENGR**

Placer County  
377 Nevada Street  
Auburn, CA 95603  
916/823-4761

Attn: Personnel Office

\$1334-1621 biweekly + excellent benefits. File county application by 3/24. Under direction, oversee major functional engineering activities of an engineering program for the Public Works Department and supervise & perform difficult professional civil engineering work. FT Mon-Fri. Requires 3 yrs of progressively responsible professional civil engr exp (minimum 1 yr in the above option) and graduation (or equiv) from college with major work in civil engineering or a closely related field.

**DRAFTSPERSON**

Anderson & Associates Engineering  
3040 East Olive Avenue, Suite 103  
Fresno, CA 93701  
209/485-1300

Attn: Mary / Secretary-Treasurer  
\$4.25/hr and up DOE/DOQ. Call for interview: RTJJ. Civil engineering firm has been in business 45 yrs. Hrs 8-5 Mon-Fri. Req minimum 1 yr exp and good freehand inking.

**ENGINEER, STRUCTURAL**

Interactive Resources, Inc.  
117 Park Place  
Point Richmond, CA 94801  
415/236-7435

Attn: Ralph Kratz

Salary DOE plus benefit package. Call for appt or send resume. Medium-sized A-E (architectural engineering) firm seeks a registered project engineer. Our continued growth causes us to seek an additional engineer for planning & designing of various wood, masonry, concrete & steel structures, review and investigate existing projects. Full-time flexible. Must have minimum 5 yrs experience in the design & investigation of wood, steel, and concrete buildings. CA structural engineering license preferred. Investigative report exp highly desirable. EOE

**INTERGRAPH OPERATOR**

Tai Associates / Architects  
665 Chestnut Street  
San Francisco, CA 94133-2380

Attn: Mike Fowler / Dir of Computer Svcs  
\$2500-3500/mo DOE, plus \$400/mo living expenses; full bfts immediately upon hire include moving costs. Send resume. Will temporarily relocate to Charlotte, NC to work as a consultant in the offices of a major civil engineering firm. After completing project (6-10 mos), return to the Bay Area to continue similar assignments for an established architectural firm. Full-time. 3rd-shift position begins immediately! Draw plans & mapping of water systems using an intergraph computer. Requires proficiency & minimum 1 yr experience with IGDS database software. DMRS database exp a plus. EOE

**ELECTRONIC  
TECHNICIANS**

TANDY CONSUMER SERVICE  
has immediate openings for exp d amplifier & TV Techs. Last year the average technician made \$40,000.

**Full company benefits**

- Vacation Pay
- Sick Pay
- Medical / Dental Ins.
- Stock purchase plan

Send resume to:

3494 Depot Road  
Hayward, CA 94545  
Attn: Dept 100

EOE

**Design  
Draftsperson**

Benicia firm is seeking a design draftsperson. Civil engineering background, Auto-CAD knowledge & hand-drafting exp a must.

Send resume & salary requirements to:

Engineering  
Attn: President  
c/o P.O. Box 1817  
Benicia, CA 94510

EOE

**City of****FRESNO****ENGINEERING TECHNICIAN III**

City of Fresno  
2348 Mariposa Mall  
Fresno, CA 93721  
209/488-1575

Attn: Personnel

\$2260-2744/mo plus complete benefit package. Call for city application (resumes only will not be accepted in lieu of app). Handle traffic engineering service requests/complaints; signal timing & design; and road safety & accident identification/surveillance programs. 40 hrs/wk. Must be a HS graduate with 5 yrs increasingly responsible subprofessional engr experience supplemented by additional college-level self-improvement courses in engr technology (college-level coursework in engineering or an engr technician program may be substituted for exp). AA/EOE H

**LAND SURVEYOR**

Louis and Diederich Inc.  
778 North First Street  
San Jose, CA 95112  
408/297-3121

Attn: Barbara / Office Manager

\$3000+/mo DOE. Kaiser medical benefits provided after 90 days. Send resume or call for more info. RTJJ. Oversees all aspects of surveying municipal public works & residential land development projects. 40 hrs/wk Mon-Fri, or whatever time necessary to complete work. Company is a small public works & residential land development surveying firm. Req California surveyor license and 5 yrs experience minimum. Prefer applicable education. Must be a professional, responsible, independent decision-maker with supervisory skills. US citizen ship req. EOE

Human resource experts say  
that most job turnover occurs  
in the first six months or in the  
third year of employment.

**MANUFACTURING ENGINEER**

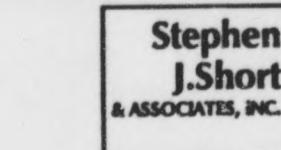
Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solar

Salary DOE, plus excellent benefit pkg including profit sharing, 401K plan, and relocation expenses if necessary. Call for appointment or send resume. Design & draft tooling & fixtures, work with in-plant machine shop & outside vendors for development and train employees in use of fixtures (CAD/CAM not available). Hrs 8-5 Mon-Fri. Government contract firm manufactures explosive-actuated devices for the aerospace industry. Requires BS degree in mechanical engineering or related technical field and 4+ yrs exp in design of tooling & fixtures. AA/EOE M/F/H

**MANUFACTURING ENGINEER (3)**

Superior Design Co., Inc.  
4633 Old Ironsides Drive, #415  
Santa Clara, CA 95051  
408/748-1652

Attn: Jay Kerrigan / Northern CA Manager  
\$30-35/hr plus medical/dental ins. all major holidays, and 5 days vacation. Call for more info or send resume; RTJJ. Write mill specifications and assembly procedures for a manufacturing environment. 40 hrs/wk Mon-Fri; flexible schedule. Company was established in 1957 and has 2000+ employees nationwide. Must be a stable, mature self-starter with a CDL. Prefer BSEE and 2 yrs exp. EOE

**ARCHITECTURE AND PLANNING****PROJECT ARCHITECT / PROJECT MANAGER**

Stephen Short & Associates, Inc.  
2602-B Marconi Avenue  
Sacramento, CA 95821  
916/488-3795

Attn: Mr. Delmendo

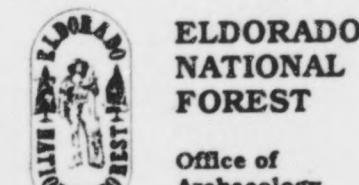
Salary commensurate with experience; benefits include paid vacation, holidays, sick leave, and medical/dental insurance immediately upon hire, and profit sharing after 1 yr. Call for appt or send resume. Prepare production drawings for mid-size architectural office specializing in working drawings. Hrs 8-5 Mon-Fri. Requires minimum 5 yrs type I construction experience and ability to work with minimal supervision.

Managers can delegate  
responsibilities and tasks,  
but expertise must be  
passed on through leader-  
ship and teaching.

**PUBLIC WORKS TECHNICIAN I**

City of Vallejo  
555 Santa Clara Street  
Vallejo, CA 94590  
707/648-4364  
Attn: Personnel Department

\$2182-2652/mo plus 7% city-paid PERS & benefits. File city application by 3/27. RTJJ. Under supervision, perform complex non-professional engineering work including specifications, designs, inspections, surveys & reports and related work. 40 hrs/wk. Mon-Fri. Requires 3 yrs non-professional civil engineering experience (some college work may be substituted) and a valid CDL. EOE M/F/H

**SEASONAL ARCHAEOLOGISTS (30)**

U.S. Forest Service  
Eldorado National Forest  
100 Forni Road / Personnel Office  
Placerville, CA 95667  
916/622-5061

Attn: Denise McLemore or Charlotte Smith  
\$6.90/hr (GS-3 to GS-7 technician & professional series); government housing available for most positions. Contact Forest Service for more info & application forms. Conduct archaeological surveys of timberlands using topographic maps, compass, aerial photographs; record & map sites; write survey reports; may perform some test excavations. Physically demanding outdoor work. 40 hrs/wk. GS-5 level requires experience plus 4 yrs college including 20 hrs of anthropology and 3 mos archaeological field exp. Other levels require more or less exp (education may be substituted for experience).

**NEBRASKA PUBLIC POWER DISTRICT**

Nebraska's largest publicly-owned utility, with over 2000 employees, has immediate openings in the Nuclear Power Group for experienced, degreed engineers with 2-5 yrs of exp either at a plant site or in a General Office engineering group.

Nebraska Public Power Dist offers a competitive starting salary and xint benefits package which includes relocation and tuition assistance. The State of Nebraska, the "Gateway" to the West, offers the "Good Life" to individuals seeking excellent school systems, recreational facilities and wide open spaces. We are currently recruiting for the following positions:

- ♦ Quality Assurance Engineer
- ♦ Performance Engineer
- ♦ Engineer/Probabilistic Risk Assessment
- ♦ Electrical Engineer
- ♦ Instrument and Control Engineers
- ♦ Mechanical Engineer/Fire Protection
- ♦ Radwaste Process Control Engineer
- ♦ Electrical Engr/Equip Qualifications

Send resumes with salary requirements to:  
Nebraska Public Power District  
Human Resources Division  
P.O. Box 499  
Columbus, NE 68602

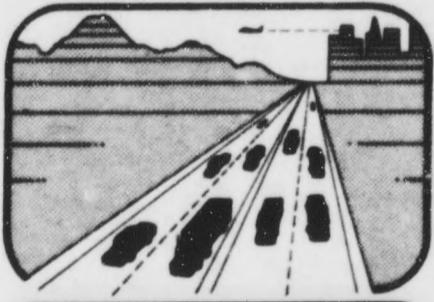
**ARCHITECT****GS-808-9/11/12 (two positions)**

Responsible for analyzing architectural and engineering plans, designs, specifications and exhibits submitted for all HUD projects, multi-family and single family. Resolves discrepancies during application technical review and project construction. Conducts inspections.

**Housing &  
Urban  
Development**

450 Golden Gate Avenue  
P.O. Box 36003-9AP  
San Francisco, CA 94102-3448

Applications must be received by 3/10/89.  
Contact: Byron Morris (



## Transportation

### CAB DRIVERS

Monterey Yellow Cab  
623 Olympia  
Seaside, CA 93955  
408/646-1234  
Attn: Mary / Office Manager  
\$45 per shift plus medical insurance after 90 days. Apply in person. RTJJ. Full-time, 12-hr shifts. 5 days/wk plus overtime. Company, in business 40 yrs, is seeking safe drivers who are familiar with the Monterey area. Must be at least 23 yrs old, a HS graduate, have excellent verbal skills, be dependable, friendly, professional, responsible, and enjoy working with the public. Requires CDL, DMV printout, and US citizenship. AA/EOE

### DRIVER (2)

Priority Express  
324 Lang Road  
Burlingame, CA 94010  
408/971-2101 or 415/348-6611  
Attn: Bob Pederson / Personnel  
\$4.25/hr bimonthly guaranteed + 50% of delivery charge (varies). Send resume or apply in person; call for more info or appt; RTJJ. Drive to routed locations throughout the Bay Area delivering small packages & letters. Flexible: 40 hrs/wk between 7am-7pm + overtime. Company has been in business since 1981 at the same location; part of A Priority Transportation Inc. No experience necessary; will train. Requires CDL, DMV printout, own transportation & insurance. Must be 18 yrs old, very personable, enjoy driving, and have map-reading ability. EOE

The measure of a man is not how people serve him, but how many people he serves.

### DRIVER (tractor/trailer)

Resource Driver Inc.  
P.O. Box 2810  
Modesto, CA 95351  
209/537-5744 or 537-4007  
Attn: Edee or Teresa  
\$22/mile plus full medical & vacation benefits after 1 yr employment. Call for appt (collect calls accepted); RTJJ. Load & unload heavy materials; drive 48 states hauling a variety of general freight for this carrier in its 9th year. Days or nights. 8-hour shifts driving home; routes take up to 3 wks. 1 yr verifiable on-the-road and tractor/trailer exp. required. Must be 23 yrs old (for insurance purposes), have a current class I license, and a clean DMV record. Must be able to pass Dept of Transportation physical & drug screening. Team drivers encouraged to apply.

### Roadrunner Trucking

a 48-state carrier home-based in Suisun City, CA currently seeks:

#### Class I Drivers

3 years experience (verifiable); snow & ice exp. Must be able to pass drug screen & physical.

Good Pay - Good Benefits  
Teams or Single Drivers. A good opportunity to drive nice equipment.

Call in California- (800) 874-1818  
National- (707) 864-6155

### R.D.B.

is currently hiring

### Owner/Operators

to work out of the Hayward terminal, 3-axle tractor, primarily pier work.

Call  
(415) 692-3191

### DRIVERS (10)

Domino's Pizza  
240 Cambridge Avenue  
Palo Alto, CA 94306  
415/326-6552  
Attn: Bruce Carr / Store Manager  
\$4.50/hr plus tips & mileage (paid in cash nightly); discount on pizza. Apply in person; RTJJ. Deliver pizza (residential & commercial addresses) and handle cash; provide customer service and perform some food preparation & clean-up duties. Flexible hrs 4pm-2am Mon-Fri or 11am-3am Sat-Sun. Pizza franchise has been in business 6 yrs at the same location. Requires CDL, DMV printout, and insurance. Must be dependable, stable, friendly, and punctual. Prefer HS grad with customer service experience. No delivery exp necessary; training provided. EOE

Supervisors should carefully document disciplinary measures involving their subordinates. Then, if it becomes necessary to dismiss a worker, the action can be justified objectively.

### OWNER / OPERATOR (5)

United Couriers  
113 Stillman Street  
San Francisco, CA 94107  
415/978-5452  
Attn: Jay Fowler / Branch Manager  
\$8.25/hr (\$4.25/hr plus \$4/hr mileage reimbursement) plus medical insurance after 6 mos. 1 wk vacation after 1 yr, and optional 401K retirement investment program. Apply in person; RTJJ. Deliver parcels on a fixed route within 100 miles of the home office. Entry-level positions available. Full or part-time hrs vary. Mon-Fri. An affiliate of Armour Transport, 30-year-old courier service has offices in 5 western states and is expanding nationwide. Requires CDL (current for the past 2 yrs) and DMV printout. Must be well-groomed, intelligent, and able to follow directions. EOE

United Couriers

### MAY TRUCKING CO.

is hiring 11-western or 48-state over-the-road drivers.

Requires: • 100,000 miles & doubles exp  
• Class 1 license

Health insurance after 90 days and 5 cents/mile fuel bonus. Must pass company-paid drug screen and background check of criminal history.

For appt, call Terry  
(916) 668-1542

### BUTTON TRANSPORTATION

#### TRUCK DRIVERS

- ▲ \$30,000 annual potential
- ▲ Long & short hauls
- ▲ Varied products
- ▲ Class 1 CA Drivers License
- ▲ Current medical card
- ▲ 2 years verifiable O.T.R. exp.

Year-round work throughout the Central Valley

Company benefits available. Call:  
(916) 678-3232

### Gospel Singers

Religious-oriented individuals needed to learn in the instruction of the spreading of the word of God through music. Excellent income, will train. If you are interested in pursuing a professional career as a gospel singer that includes recordings, concerts, tours etc.

Call  
(415) 467-3792 or  
1 (800) 426-LOVE



### Miscellaneous

#### CASHIER / CUSTOMER ASSISTANT

Copymat  
2390 El Camino Real  
Palo Alto, CA 94306  
415/856-2679  
Attn: J.D. Rai / Store Manager  
\$5.50/hr + up, plus 14 vacation days/yr, all legal holidays, 10 sick leave days, and medical/dental insurance. Apply in person; RTJJ. Handle cash, serve customers, solve operational problems, do some sales work, and balance cash receipts daily. Hrs 7-4 or 8-5 Mon-Fri. Subsidiary of CPI Corporation (St. Louis, MO) has 12 employees in the Palo Alto area. Must be stable & mature. HS diploma preferred. No experience necessary; training provided. EOE

Your request for a pay raise should be based on your workplace contributions and the salary levels for others in your line of work.

#### COPY OPERATORS (3)

Zebra Copy  
4800 Great America Parkway  
Santa Clara, CA 95054  
415/326-7622  
Attn: Mark Dickow / Regional Manager  
\$6.8/hr DOE, or commission instead of hrly wage. Medical benefits 1/2 employer-paid after 6 mos. Call for appt or send resume; RTJJ. Operate high-speed Kodak copiers; provide some customer service such as bindery or helping to choose ink/paper. FT or PT between 5pm-midnight (until work is completed, no later than midnight). 2-yr-old, rapidly growing, fast-paced copy service with 3 stores in the Bay Area. Is very employee oriented. Prefer some exp in retail, but will train. Must be a personable, quick learner, and have ability to work without constant supervision. EOE

HAIRDRESSER  
Gwen's Salon  
22 East Main Street  
Los Gatos, CA 95032  
408/354-0882  
Attn: Gwen / Owner  
Commission only (negotiable), plus paid courses in hairdressing. Call for more info; RTJJ. Create all types of hairstyles from traditional to modern. Flexible hrs, full or part-time. Salon opened in Sept 88 and has 8 on staff including 4 hairdressers and 2 manicurists. Client services include gourmet coffee & candy in a warm, cozy, friendly setting. CA cosmetology license required. Must be eager to build clientele and be assertive, but not aggressive. Own clientele preferred. AA/EOE

### National Freight Inc.

The Stockton terminal of a national trucking firm is currently seeking:

**PROFESSIONAL DRIVERS**  
to haul general commodities in doubles & semi's. Routes available throughout 11 western states or 48 states through our long-haul division.

This full-time position offers mileage allowance, complete medical package, vacations, and holidays.

If you have 2 yrs OTR exp, a clean DMV printout, and a class 1 license:

Call (800) 624-7077

for more information

(Limited entry-level positions available)

EOE

### ROSEWAY INC.

#### O.T.R. DRIVERS

Run 48 states with new or near new Peterbilts, Freightliners & KWs.

Benefit package includes

- ★ Insurance
- ★ Vacation
- ★ Safety bonus
- ★ Fuel bonus
- ★ Layover pay
- ★ Tarp pay
- ★ Extra stop pay
- ★ Motels and more

22.5¢ to 34¢ per mile

Call Dixon California  
(916) 678-2301

or out of state  
(800) 545-7673

### CUSTOMER SERVICE PERSON

Action Rents  
10510 Old Redwood Highway  
Windsor, CA 95492  
707/433-6966  
Attn: Paul Grill / Office Manager  
\$6.50/hr plus health insurance after 90 days. Call for appt: RTJJ. Rent everything from skis to bulldozers; answer phones, write rental contracts, and check equipment in & out. Very fast-paced business, in the area 11 yrs, seeks a 'live wire' interested in long-term employment. 40 hrs/wk (5 days); overtime available but not req. Store is open 7 days/wk, 7-5:30. Must be a non-smoker with CDL, DMV printout, and own transportation. Rental or customer service exp a plus. No experience needed; will train.

### HAIRSTYLISTS (2)

Stylish Affair  
1049 Lincoln Avenue  
San Jose, CA 95125  
408/293-5956  
Attn: Cindy/Manager or Irene/Owner  
60% commission or rent station. Call for interview; RTJJ. Style traditional & contemporary hairstyles for men, women and children. Flexible hrs Tue-Sat; must be prepared to work evenings. Successful full-service salon with staff of 3 is owned by mother & daughter in business over 12 years. CA cosmetology license required. Must be aggressive and like working with people. Some experience preferred but not required. No need for own clientele. AA/EOE

### FIGURE CONSULTANTS (8)

European Body Wrap  
2025 Gateway, Suite 102  
San Jose, CA 95110  
408/294-9404  
Attn: David MacDonalds / General Manager  
Commission only, earning potential of \$60/day or more, plus reduced rates on company's services. Apply in person or send resume; RTJJ. Sell memberships to clients, give consultation services, and perform European body wraps. FT, flexible hrs. Good advancement opportunities in national company subsidiary. Must have sales experience, enjoy working with people, and be energetic & outgoing; will train in consulting & wrapping. US citizenship and right to work required. EEO Employer

### HOUSEKEEPERS AND JANITORS (25)

Complete Cleaning Company Agency

2717 Cottage Way  
Sacramento, CA 95825  
916/484-1910

Attn: Sally McFarland / Owner

\$5.25/hr plus 4% commission (up to 14% available to stable employees). Call for more info (8-6). Dust, vacuum, clean bathrooms & kitchens, mop & wax, wash laundry, and do light window work (depending on client needs). Be your own boss; work in your own area. FT or PT; flexible hrs, 8-noon & 1-5 Mon-Fri (Sat optional). Company was started in Southern CA in 1983 and opened a Sacramento office in 1986. Must be clean, honest, very reliable and have a telephone. CDL, own transportation, and proof of citizenship. No experience necessary. Past employers & references will be checked. EOE

### INVENTORY SPECIALISTS (permanent PT)

Blue Chip Inventory Service, Inc.

26291 Production Avenue

Hayward, CA 94545

415/783-9357

Attn: Dave Luther / Branch Manager

\$5/hr & up DOE. Call for more info or apply in person between 4-8pm Tue-Thu. One of CA's largest independent auditing services has been in operation 17 yrs and seeks individuals to take physical inventory of merchandise in retail stores around the Bay Area. PT; looking for individuals available evenings & weekends, but day shifts also avail. No experience necessary; will train. Must be dependable, detail-oriented, and have good basic math skills and own transportation to the office. 10-key calculator skills a plus. HOUSEWIVES & STUDENTS ENCOURAGED TO APPLY.

### MAINTENANCE / ASST MANAGER (COUPLE)

Twin View Terrace Mobile Home Park

481 Twin View Boulevard

Redding, CA 96003

916/243-6488

Attn: Charlie Skeels

\$550/mo plus single-wide mobile home; gas & electricity provided. Call for more info, send resume, or apply in person; RTJJ. Maintain park grounds, buildings (2 rest rooms, laundromat & pool area), and utility services for residents. 40 hrs/wk, flexible hrs. Live in senior mobile home park (no children, small pet okay). Must have CDL, DMV printout, and be physically fit.

## JOB TRAINING

## FREE

AGES 16-21

#### JOB TRAINING AVAILABLE IN 26 DIFFERENT TRADES INCLUDING:

- CARPENTRY
- WORD
- FLOOR COVERING
- PROCESSING
- ELECTRONICS
- SECRETARIAL
- FOOD SERVICE
- HEAVY EQUIPMENT
- RETAIL SALES

#### WHEN YOU QUALIFY FOR JOB CORPS YOU CAN ENJOY SPECIAL BENEFITS:

- Free Dorm Housing
- Free Medical & Dental Care
- Free Placement Assistance

CALL NOW: (916) 424-2800

Sacramento Job Corps Center

3100 Meadowview Road, Sacramento, CA 95832



**PLANT RENTAL SERVICE TECHNICIAN**

Sacramento Plant Rental & Display Company  
514 Riverside Avenue  
Roseville, CA 95678  
916/969-6073  
Attn: Fred Bergold, Jr.

Salary DOE, + discounts & incentives. Benefit pkg including medical, life & dental ins available. Provide complete customer service including watering, feeding, cleaning & grooming live plants at various locations in the Sacramento area. Growing plant rental & display company (in business 15 yrs) handles some of Sacramento's largest, most prestigious accounts including banks, office bldgs, malls, and restaurants. 10 hrs/day, 4 days/wk, plus optional 5th day. 1 yr plant service tech exp and/or solid horticulture knowledge, ability to work well with the public, clean DMV record, and physically capable of job.

**PRODUCTION ARTIST (part-time)**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800

Attn: Human Resources Director

\$6/hr & up to start DOE. Send resume & salary history. Design ad layouts using PageMaker on IBM 286/386 equipment. Assist with layout, paste-up, and pre-press production in a 5-person dept. PT, approx 1-7 Tue-Fri and 8-2 Sat; may become FT. Largest independent recruitment advertising publication has attractive new offices in South Natomas. Desktop publishing exp (PageMaker pref) and reliable transportation a must. Requires technical production skills and great attention to detail. 40-50 wpm typing and publication design background preferred. Graphic art camera room experience helpful. AA/EOE H

## Too Late to Classify

**ADMINISTRATIVE SERVICES OFFICER**

County of Shasta  
Courthouse  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

Attn: Personnel Office

\$2460-2991/mo plus 7% PERS and management benefits. Call for more info or apply in person. Responsible for the administrative activities of all divisions of the Public Health Dept. 40 hrs/wk. Requires 3 yrs responsible fiscal or administrative experience including exp in the health care field, and a 4-yr degree in accounting, business administration, or a closely related field. AA/EOE

**BAKER (part-time)**

Nana's Gourmet Bakeshop Ltd.  
Carmichael, CA 95608  
916/973-8728

Attn: Owner

\$5.25+/hr DOE. Call for appt (leave a message on machine). Prepare & bake cinnamon rolls, cookies & muffins from scratch (no mixes). As specialty bakery grows, will also bake dinner rolls, cakes and gourmet breads. PT flexible hrs starting at 4am Tue-Sat; will become FT. Small, independent family bakery has new bakeshop (all new equipment) in a classy Sacramento location. Creative professional with baking experience desired. Ownership potential for the right person. EOE

**ENGINEER MANAGER**

Napa Sanitation District  
P.O. Box 2480  
Napa, CA 94558  
707/252-3511

Attn: Personnel Department

\$5000/mo minimum (negotiable) plus excellent benefit package including 22 days/yr mgmt leave and 7% PERS. Call for more information or apply in person by 3/31/89. Under direction of the board of directors, manage and coordinate collection, treatment & disposal of wastewater and perform related duties. Hrs 8-4:30 Mon-Fri. Must be a licensed civil engineer with minimum 5 yrs supervisory experience in wastewater engineering.

**FRONT DESK CLERK**

Los Robles  
2200 Auburn Boulevard  
Sacramento, CA 95821

Attn: Herb Ginsberg / Owner

\$5/hr during training (part-time), then base + commission DOE, plus yearly bonuses. Send resume. Front desk duties include renting rooms, collecting payments, answering phones, and performing data entry & filing. FT flexible hrs; choice of day or evening shift. Very busy 87-room hotel (just off Business 80) has a 95% occupancy rate. Must be hard-working, personable, dependable, honest, and enjoy working with people. Familiarity with computers a plus. Sales exp helpful. EOE

**HOUSEKEEPING SUPERVISOR (2)**

Carmel Valley Ranch Resorts  
Carmel, CA 93923  
408/625-9500 x334

Attn: Personnel

\$6.75/hr plus medical benefits after 30 days. Call for appt. Inspect rooms to ensure quality of work by cleaning staff and resolve any related problems; report directly to executive housekeeper. FT; flexible hrs 9-5. Very exclusive private resort in the mid-valley area features a 100-suite hotel, golf & tennis club, and a security entrance. Must have housekeeping exp and own transportation. EOE

**INSIDE SALES REPRESENTATIVE**

All Data Corporation  
7000 Franklin Boulevard  
Sacramento, CA 95823  
916/395-0202

Attn: Richard

Good hourly base wage plus bonus, vacation, holidays, sick leave, and health insurance. Call for more information. GROUND-LEVEL OPPORTUNITY. Join our sales support team, marketing a CD RAM information system to the automotive industry, work with outside sales representatives in expanding midwest region volume. Hrs 7-4 Mon-Fri. Professional organization requires 1-2 yrs phone sales experience. Must be self-motivated, sales-oriented, and interested in future technology.

**INSURANCE SALESPERSON**

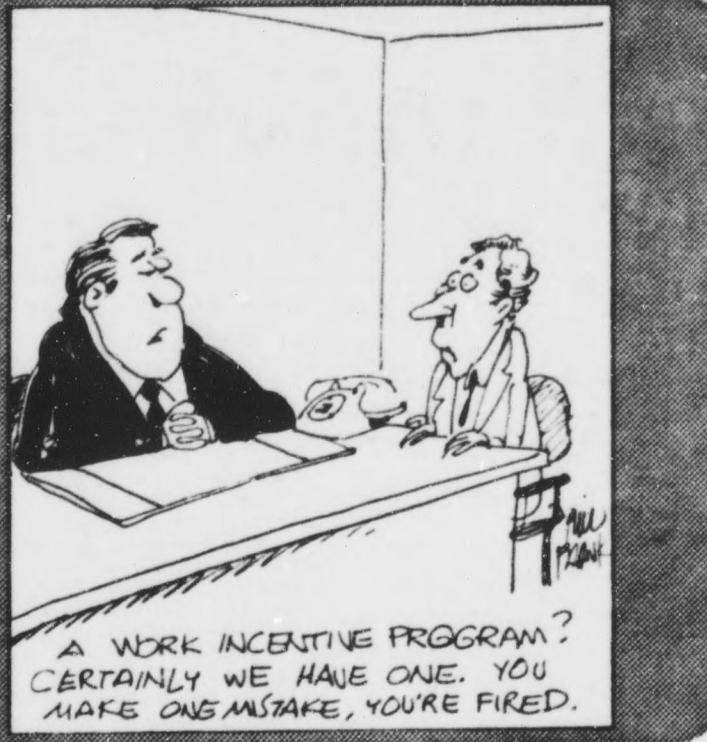
Farmers Insurance Group  
5713-D Marcon Avenue  
Carmichael, CA 95608  
916/482-2432

Attn: Ron Jones / District Manager

Earn 6-figure income your second yr in your own business. Call today for info. Like the marines, we are looking for a few good people. Set your own goals and plan your own future. If you're a hard worker & self-starter, there are no limits on your future. If you're successful now and want to be even more so while working in a professional environment, Farmers has a program for you. FT hrs & days (the time & energy you invest will determine your return). A college degree is an advantage, but not required. No insurance exp needed; we provide full training & assistance in establishing your client base.

by Phil Frank

The Smile File

**LANDSCAPE WORKER II**

City of Sausalito  
420 Litho Street / P.O. Box 1279  
Sausalito, CA 94966  
415/332-0779

Attn: Personnel Department

\$1758-2127/mo plus benefits. Call or write for city application and supplemental questionnaire; file by 3/23/89. Maintain the city's public parks & playgrounds, includes tree trimming, lawn upkeep, etc. 40 hrs/wk. Requires Pesticide Applicator Certificate and CDL. AA/EOE

**PHYSICIAN'S ASST / NURSE PRACTITIONER**

County of Shasta  
Courthouse  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

Attn: Personnel Office

\$2378-2890/mo plus excellent benefits and 5% paid PERS. Call for info or apply in person. Perform complete physicals and provide routine treatment in a family practice clinic setting. Hrs 8-5 Mon-Fri. Must be licensed/certified to practice in California. AA/EOE

**PSYCHOLOGY INSTRUCTOR**

Allan Hancock Joint Community College Dist  
800 South College Drive  
Santa Maria, CA 93454  
805/922-5966 x338

Attn: Personnel

\$23,625-35,279/yr DOE/DOQ, plus excellent benefits. Call for more information & application; file by 4/14. Prepare and implement plans to teach psychology to community college students. Full-time tenure-track position; hrs & days depend on Fall 89 class schedule. Approx 8400 students on campus. Requires master's degree in psychology and CA community college instructor certificate. AA/EOE

**PUBLIC SAFETY DISPATCHER / MATRON II - TAHOE**

Placer County  
377 Nevada Street  
Auburn, CA 95603  
916/823-4761

Attn: Personnel Department

\$762-926 bi-weekly plus \$200/mo subsistence allowance and benefit package. Call for more information or apply in person by 3/24. Under supervision, receive & dispatch radio/telephone communications in the county sheriff's department; dispatch public safety emergency personnel & equipment in a coordinated manner; and monitor public safety frequencies. Full-time shift work. Requires 2 yrs operations experience in a public safety dispatching setting and 45 wpm accurate typing. AA/EOE

**SECRETARY**

City of Sausalito  
420 Litho Street / P.O. Box 1279  
Sausalito, CA 94966  
415/332-0779

Attn: Personnel Department

\$8.20/hr or higher DOE plus benefits. Request city application; file by 3/21/89. Perform general clerical duties including typing, filing, answering phones, etc. in the Administration Dept. 30 hrs/wk, weekdays. Requires 2 yrs experience in general clerical work. AA/EOE

**SOCIOLOGY INSTRUCTOR**

Allan Hancock Joint Community College Dist  
800 South College Drive  
Santa Maria, CA 93454  
805/922-5966 x338

Attn: Personnel

\$23,625-35,279/yr DOE/DOQ, plus excellent benefits. Call for more information & application; file by 4/14. Prepare and implement plans to teach sociology to community college students. Full-time tenure-track position; hrs & days depend on Fall 89 class schedule. Approx 8400 students on campus. Requires master's degree in sociology and a community college instructor certificate. AA/EOE

## BAY AREA URBAN LEAGUE

### 7th Annual Job Fair

Thursday March 9, 1989  
9am-3pm

Oakland Convention Center  
550 10th Street  
Oakland, California  
(415) 839-8011

Corner of Broadway and 10th Street

### AIRLINE FLIGHT ATTENDANT & CUSTOMER SERVICE AGENTS



I.T.A., a leading airline career training center, will be selecting candidates to complete air travel career training in Fresno, California.

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Direct all operations of adult basic education learning center. Duties include teacher supervision, operations management, curriculum development, public relations & coordination with school district G.F.D. Test Centers etc. Life California secondary or adult education credentials required and 10 years of related teaching exp. Experience in basic skills remediation, individualized instruction, administration and at-risk youth population required.

\$2500 - 3000/mo DOE

Send resume by: 3/24/89

East Bay Conservation Corps  
1021 Third St., Oakland, CA 94607

AA EOE

**SECRETARY TO THE CITY MANAGER**

City of West Sacramento  
P.O. Box 966

West Sacramento, CA 95691

Attn: Personnel

\$1780-2173/mo plus paid PERS, health/dental, vision & term life insurance, and 1% to deferred compensation. Send self-addressed stamped envelope indicating position to receive city application and job flyer; file app & resume by 3/31 (NO POSTMARKS). Perform professional secretarial work for the City Manager and other administrative staff; includes office management responsibilities: 40 hrs/wk. Requires HS diploma or equivalent and 5 yrs secretary experience including 1 yr varied & heavy computer work (post-high school business education may sub for 2 yrs exp). Supervisory exp preferred. AA/EOE

**TRAVEL AGENT CLERK (part-time)**

Palm Air Travel Agency

1433 Fulton Avenue, Suite N

Sacramento, CA 95825

916/483-4473

Attn: Imad

\$5-7/hr plus bonuses for outside sales; benefits possible after 6 mos. Call for appt or send resume. Answer phones, take & log reservations on computer, and assist management as needed. Hrs noon-5 Mon-Fri (can work Sat with a weekday off); could become full-time by working mornings in outside sales. Travel agency started in San Francisco 12 yrs ago and opened a Sacramento office in May 88. Must be able to work with the public. Prefer phone experience and TWA POS computer system background. US citizenship required. EOE

**WAREHOUSE / DISPATCHER SUPERVISOR**

Econo-Link Express Inc.

1650 Bell Avenue, Suite 100

Sacramento, CA 95838

Attn: Kevin Case / Terminal Manager  
\$1400-1600/mo plus medical & dental ins, 1 wk vacation after 1 yr, and 5 holidays. Send resume & salary history/reqs. RTJJ. Supervise warehouse & driving staff in a fast-paced express-delivery package company. FT; 8 hrs/day, 5 days/wk (varied). Customer-oriented LTL (less than load) carrier in Northern CA has a terminal in the Sacramento area. Req 1 yr in a warehouse environment or supervisory position. CDL, DMV printout (preferably clean), and good leadership capabilities. Must be self-motivated & well-groomed. Exp in a package express-delivery service a plus. EOE M/F/H/V

**WATER TREATMENT PLANT OPERATOR II/III**

City of West Sacramento

P.O. Box 966

West Sacramento, CA 95691

Attn: Personnel

\$1862-2273/mo (level I), \$2027-2499/mo (level II), plus excellent benefits. Send SASE indicating position to receive a job flyer and application; city application and copy of certificate must be filed by 5pm, 3/31/89 (NO POSTMARKS). Perform a variety of tasks to operate & maintain city's water treatment plant which opened 9-88. 40 hrs/wk, shift work required. Must have CA Dept of Health Services Water Treatment Operator Certificate Grade II (for level I) or Grade III (for level II). AA/EOE

**TRAVEL CAREERS**

- 12-week course
- Financing available
- Job Placement Assistance
- Day and evening classes
- Airline computer training

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formerly Travel West Academy



1812 Tribute Rd.

Suite H

Sacramento, CA

R.S.V.P.

(916) 921-9010

# The right information for the job.

- ◆ Title of position
- ◆ Employer
- ◆ Contact information
- ◆ Salary and benefits
- ◆ Application procedure

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occasional overtime. Requires master's degree  
in mechanical engineering; 5 years related  
experience; and knowledge of machining, die  
casting, and injection molding. Aerospace  
applications exp preferred. AA/EOE M/F/H/V

- ◆ Job duties/description
- ◆ Type of business
- ◆ Hours/days
- ◆ Experience/skills and  
education required

Whenever your company has a position to fill, you want to attract the most interested and qualified candidates. But, too often, "help wanted" ads don't produce the results you need. You either get no response or applications pour in from people who have nowhere near the qualifications you're seeking. There *is* an alternative. *California Job Journal*. Our Employment Specialists will help you write a comprehensive job order that

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